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IDENTIFIERS	*Library Services and Construction Act; *Texas State Library

ABSTRACT

This report provides information related to the Texas State Library's fiscal year 1988 Library Services and Construction Act (LSCA) 20 U.S.C. 351 et seq. state-administered program. Information is included on: (1) Standard Form 424 for federal assistance; (2) fiscal breakdowns of estimated expenditures; (3) specific requirements for maintenance of effort (MOE), and maintenance of support, administration, and construction for major urban resource libraries (MURLs); (4) certification of the annual program; and (5) a source of funds summary by LSCA priority. In addition, annual program reports and program narratives are provided for the following Title I projects: (1) Project 1: Areas without Services; (2) Project 2: Areas with Inadequate Services; (3) Project 3: Services to Disadvantaged; (4) Project 4: Service to Physically Handicapped; (5) Project 5: State Institutional Library Services; (6) Project 7: Major Urban Resource Libraries; (7) Project 9: Services to Limited English-Speaking; (8) Project 10: Services to the Elderly; (9) Project 12: Literacy Programs; and (10) Project 13: Administration. Information is also provided for Title II, Project 1: Public Library Construction; and for Title III, Project 1: Planning of Cooperative Library Networks and Project 2: Establishing, Expanding, and Operating Library Networks. Eight appendices include grant application guidelines for various LSCA programs. (KM)

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ANNUAL PROGRAM

1988

TEXAS STATE LIBRARY

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TEXAS STATE LIBRARY CATALOGING IN PUBLICATION
DATA

Texas State Library.
Annual program / Texas State Library. -- 1986- . -- [Austin : Library Development Division, Texas State Library], 1985-
v. ; 28 cm.
Annual.
Continues: Texas State Library. Library Development Division. Library services and construction act, annual program.
1. Libraries--Texas. 2. Federal aid to libraries--Texas. I. Title

Z678.4.T4 021.009764

OMB No. 1850-0528

Exp. Date 7/31/89

STATE Texas

FY 1988

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT
20 U.S.C. 351 et seq., unless otherwise noted

STATE-ADMINISTERED PROGRAM

ANNUAL PROGRAM

TITLE I -- LIBRARY SERVICES

TITLE II -- PUBLIC LIBRARY CONSTRUCTION

TITLE III -- INTERLIBRARY COOPERATION AND RESOURCE SHARING

ED Form Nos. 921-1, 921-2, and 915-1

ANNUAL PROGRAM
FY 1988
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H: Interlibrary Cooperation Grant Application Guidelines

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER (NOTE: TO BE ASSIGNED BY STATE)
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name Texas State Library
b. Organization Unit Library Development Division
c. Street/P.O. Box Box 12927/Capitol Station
d. City Austin
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person (Name & Telephone No.) William D. Gooch 512/463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 8 4 . 0 3 4
MULTIPLE ☐
b. TITLE Title I Library Services

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1988 Library Services and Construction Act Basic State, Annual Program Title I, and Long Range Plan Update 1988-90.

8. TYPE OF APPLICANT/RECIPIENT
Enter appropriate letter A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 4,740,244 .00
b. APPLICANT	7,235,384 .00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. Total	$11,975,628 .00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT State
b. PROJECT NA

14. TYPE OF APPLICATION
Enter appropriate letter A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 1987 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN) Clare de Cleene, Adm. Librarian
c. ADDRESS
Department of Education, Public Library Support Staff
555 New Jersey Ave, N.W,
Washington, D.C. 20208-1430

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.
a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE June 30, 1987
b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE William D. Gooch
Director and Librarian
b. SIGNATURE Wm D Gooch

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED 19 Year month day

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE▶ 19 Year month day

30. STARTING DATE Year month day 19 10

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 357-6303

32. ENDING DATE Year month day 19 09 3

33. REMARKS ADDED
☐ Yes ☐

NSN 7540-01-008-8162
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FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER
NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name Texas State Library
b. Organization Unit Library Development Division
c. Street/P.O. Box Box 12927/Capitol Station
d. City Austin
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person (Name & Telephone No.) William D. Gooch (512) 463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 8 4 . 1 5 4
MULTIPLE ☐
b. TITLE Title II, Public Library Construction

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1988 Library Services and Construction Act Basic State Plan, Annual Program Title II, and Long Range Plan Update 1988-90.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 1,221,668 .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	4,275,838 .00
e. OTHER	.00
f. Total	$ 5,497,506 .00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT State
b. PROJECT NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify) NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 87 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN) Clare de Cleene, Adm. Librarian
c. ADDRESS
Department of Education, Public Library Support Staff
555 New Jersey Ave, N.W,
Washington, D.C. 20208-1430

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-6000012

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶
To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE June 30, 1987

b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
William D. Gooch
Director and Librarian
b. SIGNATURE Wm D Gooch

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ▶ Year month day 19

30. STARTING DATE Year month day 19 10

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 357-6303

32. ENDING DATE Year month day 19 09 3

33. REMARKS ADDED
☐ Yes ☐

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OMB Approval No. 0348-0006

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

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a. Applicant Name Texas State Library
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d. City Austin
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person (Name & Telephone No.) William D. Gooch (512) 463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 8 4 . 0 3 5
MULTIPLE ☐
b. TITLE Title III, Interlibrary Cooperation and Resource Sharing

SECTION I—APPLICANT/RECIPIENT DATA

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1988 Library Services and Construction Act Basic State Plan, Annual Program Title III, and Long Range Plan Update 1988-1990

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 1,078,631	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$ 1,078,631	.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT State
b. PROJECT NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify)
NA
Enter appropriate letter(s) ☐ ☐

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 87 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
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c. ADDRESS
Department of Education, Public Library Support Staff
555 New Jersey Ave. N.W.
Washington, D.C. 20208-1430

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER 74-60000-12

21. REMARKS ADDED ☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

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Director and Librarian
b. SIGNATURE Wm D Gooch

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26. FEDERAL GRANT IDENTIFICATION

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☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE▶ Year month day 19

30. STARTING DATE Year month day 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 357-6303

32. ENDING DATE Year month day 19 09 30

33. REMARKS ADDED ☐ Yes ☐ No

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ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 *et seq*., unless otherwise noted

State TEXAS

Annual Program (Sec.3(13))

FY 87 Carry over

III.A. Title I - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Public Library Services to Areas Without Services (Secs. 101(1) and 102)	$ 20,000
2. Public Library Services to Areas With Inadequate Services (Secs. 101(1) and 102(a)(2))	1,150,588
3. Disadvantaged (Sec. 102(a)(2))	592,733
4. *Physically Handicapped (Sec.102(a)(2))	
5. State Institutional Library Services (Sec. 102(a)(2))	46,055
6. Strengthening State Library Administrative Agency (Secs. 101(5) and 102(b)(2))	
7. Major Urban Resource Library (Secs. 101(6) and 102(c)(1))	505,187
8. Strengthening Metropolitan Public Library (Sec. 102(a)(2))	
9. Limited English-speaking Proficiency (Sec.6)	2,116,078
10. Services to the Elderly (Secs. 6(b)(4)(B) and 101)	12,555
11. Community Information Referral Centers (Sec. 101(3))	
12. Literacy Programs (Secs. 6(b)(4)(C) and 101(4))	257,516
13. **Handicapped (Secs. 103(5) and 770.4(c))	
14. Administration -- Title I (Secs. 8 and 102 (b)(1))	39,532
15. TOTAL	$ 4,740,244

* As defined in Sec. 3(4). This is your maintenance of effort project.

** Do not include these funds in your maintenance of effort for the Physically Handicapped.

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 *et seq*., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 87 Carry over

III.B. Title III - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Planning for Cooperative Library Networks (Sec. 302)	$
2. Establishing, Expanding and Operating Library Networks (Sec. 302)	1,078,631
3. Planning for Statewide Resource Sharing (Sec. 304)	
4. TOTAL	$ 1,078,631

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

State TEXAS

Annual Program (Sec.3(13))

FY 1988

III.C. Title I - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA	STATE	LOCAL	TOTAL
1. Public Library Services to Areas Without Services (Secs. 101(1) and 102)	$			
2. Public Library Services to Areas With Inadequate Services (Secs. 101(1) and 102(a)(2))		5,617,672		5,617,672
3. Disadvantaged (Sec. 102(a)(2))				
4. *Physically Handicapped (Sec.102(a)(2))		1,019,773		1,019,773
5. State Institutional Library Services (Sec. 102(a)(2))		342,550		342,550
6. Strengthening State Library Administrative Agency Agency (Secs. 101(5) and 102(b)(2))				
7. Major Urban Resource Library (Secs. 101(6) and 102(c)(1))				
8. Strengthening Metropolitan Public Library (Sec. 102(a)(2))				
9. Limited English-speaking Proficiency (Sec.6)				
10. Services to the Elderly (Secs. 6(b)(4)(B) and 101)				
11. Community Information Referral Centers (Sec. 101(3))				
12. Literacy Programs (Secs. 6(b)(4)(C) and 101(4))				
13.**Handicapped (Secs. 103(5) and 770.4(c))				
14. Administration -- Title I (Secs. 8 and 102(b)(1))		255,389		255,389
15. TOTAL	$	7,235,384		7,235,384

* As defined in Sec. 3(4). This is your maintenance of effort project.
** Do not include these funds in your maintenance of effort for the Physically Handicapped.

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM

20 U.S.C. 351 et seq., unless otherwise noted

State TEXAS

Annual Program (Sec.3(13))

FY 88 Carry over

III.A. Title I - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Public Library Services to Areas Without Services (Secs. 101(1) and 102)	$ 40,000
2. Public Library Services to Areas With Inadequate Services (Secs. 101(1) and 102(a)(2))	1,210,448
3. Disadvantaged (Sec. 102(a)(2))	881,768
4. *Physically Handicapped (Sec.102(a)(2))	
5. State Institutional Library Services (Sec. 102(a)(2))	45,880
6. Strengthening State Library Administrative Agency (Secs. 101(5) and 102(b)(2))	
7. Major Urban Resource Library (Secs. 101(6) and 102(c)(1))	505,187
8. Strengthening Metropolitan Public Library (Sec. 102(a)(2))	
9. Limited English-speaking Proficiency (Sec.6)	1,891,693
10. Services to the Elderly (Secs. 6(b)(4)(B) and 101)	
11. Community Information Referral Centers (Sec. 101(3))	
12. Literacy Programs (Secs. 6(b)(4)(C) and 101(4))	129,816
13.**Handicapped (Secs. 103(5) and 770.4(c))	
14. Administration -- Title I (Secs. 8 and 102 (b)(1))	35,452
15. TOTAL	$ 4,740,244

* As defined in Sec. 3(4). This is your maintenance of effort project.

** Do not include these funds in your maintenance of effort for the Physically Handicapped.

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 *et seq*., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 88 Carry over

III.B. Title III - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Planning for Cooperative Library Networks (Sec. 302)	$
2. Establishing, Expanding and Operating Library Networks (Sec. 302)	1,078,631
3. Planning for Statewide Resource Sharing (Sec. 304)	
4. TOTAL	$ 1,078,631

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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Annual Program (sec. 3(13))

State Texas
FY 1988

III.G. Specific Requirements Under The LSCA

1. MAINTENANCE OF EFFORT (MOE)

The level of State expenditures must be maintained (Sec. 7(a)(2)), and local funds may not be used to offset a reduction in State funds (Sec. 7(a)(1)(b)).

(a) Enter only those State and local expenditures which are under the LSCA program.

		Actual exp. 2nd preced. FY		Estimated exp. Current FY
i. State expenditures	a.	$ 6,949,806	b.	$ 7,235,384
ii. Local expenditures	a.	$	b.	$
iii. Total	a.	$ 6,949,806	b.	$ 7,235,384

(b) Sec. 103(3) requires that effort be maintained for services to State Institutions and to the Physically Handicapped. Enter total of actual expenditures from all sources (Federal carry over and current, and State/local) in the first column. Enter total estimated expenditures from all sources in the second column.

		Actual exp. 2nd preced. FY		Estimated exp. Current FY
i. Institutional	a.	$ 371,388	b.	$ 388,605
ii. Physically Handic.	a.	$ 996,666	b.	$ 1,019,773

2. MAJOR URBAN RESOURCE LIBRARIES (MURL) MAINTENANCE OF SUPPORT (Sec. 103)

Enter total Federal funds reserved for grants to all of the eligible MURLs.

Preceding FY	Current FY (87 CO)
$ 393,439	$ 505,187

3. ADMINISTRATION (LSCA Sec. 8) Estimataed Exp.

(a) Title I $ 39,532 (87 CO)

(b) Title II $

(c) Total $ 39,532

4. TITLE II. CONSTRUCTION

(a) FEDERAL (87 CO)

i. LSCA	$ 1,221,668
ii. OTHER FEDERAL	$
iii. SUBTOTAL	$ 1,221,668

(b) STATE $

(c) LOCAL $ 4,275,838

(d) TOTAL (Add (a)iii, (b) and (c)) $ 5,497,506

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State TEXAS

FY 1988

Certification of the Annual Program Under the LSCA

I CERTIFY that all of the information contained herein is correct to the best of my knowledge.	NAME OF STATE LIBRARY ADMINISTRATIVE AGENCY William D. Gooch Director and Librarian	SIGNATURE Wm D Gooch	DATE 3-16-87

Mail: 2 sets of this application--1 set with original signature and 1 copy

SOURCE OF FUNDS SUMMARY
BY LSCA PRIORITY

TITLE I - LIBRARY SERVICES

Project Number	Project Name	Fiscal Year	FFY 1987 Carryover	FFY 1988 Carryover	SFY 1988 State	SFY 1989 State	TOTAL
	PRIORITY: PUBLIC LIBRARY (AREAS WITHOUT SERVICES)						
1.1	Public Library Establishment	1988	20,000				20,000
		1989		40,000			40,000
	PRIORITY: AREAS WITH INADEQUATE SERVICES						
2.1	Regional Public Library Systems	1988			5,338,752		5,338,752
		1989				5,468,843	5,468,843
2.2	Interlibrary Loan and Reference Referral Network	1988	1,079,092				1,079,092
		1989		1,139,040			1,139,040
2.3	Texas Reading Club	1988			53,211		53,211
		1989				55,874	55,874
2.4	Interlibrary Loan Resource Center Bibliographic Network	1988	35,000				35,000
		1989		35,000			35,000
2.5	Continuing Education	1988	36,496		225,709		262,205
		1989		36,408		228,879	265,287
	PRIORITY: SERVICES TO THE DISADVANTAGED						
3.1	Regional Public Library Systems	1988	477,807				477,807
		1989		381,768			381,768
3.2	Public Library Services for Disadvantaged Populations	1988	114,926				114,926
		1989		500,000			500,000
	PRIORITY: SERVICES TO PHYSICALLY HANDICAPPED						
4.1	Library Services for the Blind and Physically Handicapped	1988			1,019,773		1,019,773
		1989				1,019,773	1,019,773

Revised 06/29/87
Narratives

TITLE I - LIBRARY SERVICES

Project Number	Project Name	Fiscal Year	FFY 1987 Carryover	FFY 1988 Carryover	SFY 1988 State	SFY 1989 State	TOTAL
	PRIORITY: STATE INSTITUTIONAL SERVICES						
5.1	Centralized Acquisitions for State Institutions	1988	46,055		342,550		388,605
		1989		45,880		346,985	392,865
	PRIORITY: MAJOR URBAN RESOURCE LIBRARY						
7.1	Major Urban Resource Libraries	1988	505,187				505,187
		1989		505,187			505,187
	PRIORITY: SERVICES TO LIMITED ENGLISH-SPEAKING						
9.1	Regional Public Library Systems	1988	1,882,116				1,882,116
		1989		1,891,693			1,891,693
9.2	Public Library Services for Disadvantaged Populations	1988	233,962				233,962
		1989					
	PRIORITY: SERVICES TO THE ELDERLY						
10.1	Public Library Services for Disadvantaged Populations	1988	12,555				12,555
		1989					
	PRIORITY: LITERACY PROGRAMS						
12.1	Regional Public Library Systems	1988	133,590				133,590
		1989		129,816			129,816
12.2	Public Library Services for Disadvantaged Populations	1988	123,926				123,926
		1989					
	PRIORITY: ADMINISTRATION						
13.1	Administrative Expenses for LSCA	1988	39,532		255,389		294,921
		1989		35,452		253,729	289,729

Revised 06/29/87
Narratives

TITLE II - PUBLIC LIBRARY CONSTRUCTION

Project Number	Project Name	Fiscal Year	FFY 1987 Carryover	FFY 1988 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
1.1	Public Library Construction	1988	1,221,668				1,221,668
		1989		1,221,668			1,221,668

TITLE III - INTERLIBRARY COOPERATION AND RESOURCE SHARING

Project Number	Project Name	Fiscal Year	FFY 1987 Carryover	FFY 1988 Carryover	SFY 1988 State	SFY 1989 State	TOTAL
	PRIORITY: PLANNING OF COOPERATIVE NETWORKS						
1.1	Demonstrations of Interlibrary Cooperation	1988	0				0
		1989		235,712			235,712
	PRIORITY: ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS						
2.1	Demonstrations of Interlibrary Cooperation	1988	473,652				473,652
		1989		235,713			235,713
2.2	Interlibrary Loan and Reference Referral Network	1988	577,479				577,479
		1989		579,706			579,706
2.3	Texas Union List of Serials	1988	27,500				27,500
		1989		27,500			27,500

Revised 06/19/87
Narratives

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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20 U.S.C. 351 et seq., unless otherwise noted

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Establishment

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
2,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	20,000	xxxxxxxxxxxx	xxxxxxxxxxx	20,000
Current FY funds				
Total Expenditures	20,000			20,000
Carryover to next FY	40,000	xxxxxxxxxxxx	xxxxxxxxxxx	40,000

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

PU.LIB.EST

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 1.1
PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICES
PUBLIC LIBRARY ESTABLISHMENT

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage and support the establishment of public libraries in unserved counties. (Goal 3, Objective 3.1, p. 20 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 46-47 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

Number of counties with public library service: 240
Number of counties appropriating funds for public libraries: 196

3. Approach

Funds will be granted for the establishment of libraries in unserved counties. Applications for Establishment Grants are mailed to all county judges in counties without public library service on January 31. MRC directors and system coordinators also receive copies of Establishment Grant applications.

The State Library and regional library systems provide consultation to members of new library boards who apply for Establishment Grants. To assist new libraries, consultants explain the grant guidelines and rules and regulations for system membership. Consultants also provide assistance in establishing and operating public libraries. During the grant period, they are often called upon for help in a variety of technical areas.

Each grant may extend up to three years, subject to annual reapplication by the subgrantee and approval by the Texas State Library. A subgrantee, who qualifies for three annual awards, receives $60,000 in grant funds for a three year period.

In order to qualify for either of these grant awards the local county government, in which the subgrantee is located, must agree to appropriate and expend county funds in cash or in-kind in accordance with the following formula:

a) First year of grant - $.75 per capita or $2500, whichever is greater.
b) Second year of grant - $1.00 per capita or $2500, whichever is greater.
c) Third year of grant - $1.20 per capita or $2500, whichever is greater.

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the contract.

Failure by subgrantees to submit any of the required documents shall constitute defaulting on the LSCA contract and shall be grounds for suspending the grant. Failure by the local county government to appropriate and expend the required amount of county funds will also be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Evaluation of the project's over-all success will be measured by the increase in the number of counties with public library service, the number of Texans served by the Texas Library System, and the number of counties appropriating funds for Texas libraries.

All Texas public libraries in counties without library service are eligible to participate. Consultants for this project include the staff of the Library Development Division and Regional Systems offices.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Public Library Establishment, see Appendix A, Establishment Grant Application Guidelines.

4. Geographic Location.

Any Texas county without library service is eligible to apply for an Establishment Grant.

I.1.1

PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICES
PUBLIC LIBRARY ESTABLISHMENT

ABSTRACT OF SUBGRANT PROJECT

In SFY 1988, the Texas State Library awarded a first year Establishment Grant of $20,000 to Foard County Library. This grant award will be used to improve and expand the services and collection available to all citizens of Foard County. The majority of grant funds will be used to purchase new material for the adult and children's collection. The library will survey the community to determine library needs, will develop a children's story hour and reading program, will develop a Friend's of the Library organization, and conduct a publicity campaign.

ABST.EST

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Regional Public Library Systems

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
	Carryover from previous FY	0	xxxxxxxxxxxx	xxxxxxxxxxx	
10,676,391	Current FY funds		5,338,752		5,338,752
	Total Expenditures	0	5,338,752		5,338,752
	Carryover to next FY	0	xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

RG.PLS.2

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	2.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Abilene Public Library - regional Library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Big Country Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
380,767

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxxx	
Current FY funds		344,917	xxxxxxxxxxxx	344,917
Total Expenditures		344,917		344,917
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SYS.OP.B

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

Exp. Date 7/31/89

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	2.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Texas Panhandle Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
362,700

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		336,548		336,548
Total Expenditures		336,548		336,548
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

SYS.OP.T

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Central Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,078,859

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		728,370		728,370
Total Expenditures		728,370		728,370
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SYS.OP.C

ED Form Nos. 921-1, 921-2, and 915-1

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FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Fort Worth Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - North Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,309,635

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		762,410		762,410
Total Expenditures		762,410		762,410
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SYS.OP.N

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Northeast Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
2,744,134

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		1,325,932		1,325,932
Total Expenditures		1,325,932		1,325,932
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SY.OP.NE

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Houston Area Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
4,087,019

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		1,379,533		1,379,533
Total Expenditures		1,379,533		1,379,533
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SYS.OP.H

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.1.7

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Lubbock City-County Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - West Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
	Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
713,277	Current FY funds		461,042		461,042
	Total Expenditures		461,042		461,042
	Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SYS.OP.W

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.1
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

a. Objectives

To award system operation grants to the library systems. (Goal 1, Objective 1.1, p. 15 of the Long Range Plan for Statewide Library Development, 1988-90.)

To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts. (Goal 2, Objective 2.3, p. 19 of the Long Range Plan for Statewide Library Development, 1988-90.)

To encourage library systems to provide library service to counties without local public library service. (Goal 3, Objective 3.2, p. 20 of the Long Range Plan for Statewide Library Development, 1988-90.)

To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 21 of the Long Range Plan for Statewide Library Development, 1988-90.)

To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, p. 21 of the Long Range Plan for Statewide Library Development, 1988-90.)

To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 22 of the Long Range Plan for Statewide Library Development, 1988-90.)

To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.5, p. 24 of the Long Range Plan for Statewide Library Development, 1988-90.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 26-30, 42-43, 45-60, and 78 of the Long Range Plan for Statewide Library Development, 1988-90.)

2. Results or Benefits Expected

The number of persons served by the Texas Library Systems will be 13,819,814 persons.
The number of library materials purchased through the library systems to support local library and system services will be 234,741.
The number of persons viewing 16mm films in the library systems will be 4,338,450.
The number of persons viewing videocassettes or filmstrips in the library systems will be 1,912,805.
The number of circulations from system extension collections (books, cassettes, art prints) will be 119,895.
The number of materials circulated using the library systems' automated circulation systems will be 8,199,009.
The number of circulations in the library systems books-by-mail programs will be 2,400.
The number of consultant hours of assistance provided by the library systems will be 15,636.
The number of continuing education student hours provided by the library systems will be 10,107.
The number of patron records created by the library systems will be 852,111.
The number of bibliographic records created by the library systems will be 2,082,605.
The number of reference questions answered by the library systems will be 3,075.
The amount expended by the library systems on library materials and services impacting the disadvantaged will be 1 million.
The number of student hours of literacy instruction in system-supported literacy training programs will be 133,730.

3. Approach

The annual plan for systems development in each of the regions is the product of planning by the major resource center director, the designated system staff, the system advisory council, the system member librarians, and the lay representatives selected by the system member libraries' local governing authorities. While the Library Systems Act specifies that the annual plan must be prepared by the Major Resource Center in close consultation with the system advisory council, the Rules for Administering the Library Systems Act require that the planning and program determination involve system librarians and lay representatives. All annual plans submitted must document this broad-based participation in the planning process. In addition to the annual plan for systems development, each system is required to develop a biennial long range plan.

Fiscal support for the systems development program will be derived from the state Library Systems Act state appropriation and from the federal Library Services and Construction Act. Merging these two funding sources for the implementation of the systems program will ensure a more significant impact on the improvement of service in Texas. Again in FY 1988, systems will be awarded funds to implement system-wide literacy programs. Systems will provide literacy training using a variety of approaches. Some systems will award minigrants to member libraries which apply for such assistance. Some systems will try to encourage new literacy projects, while others will concentrate on enhancing existing programs. Many systems will offer training and consulting in the area of adult literacy.

System plans of service for SFY 1988 will be submitted by the ten public library systems according to application guidelines prepared by the Texas State Library staff and approved by the Texas State Library and Archives Commission. Proposals will be evaluated by the staff, and final recommendations regarding funding will be presented to the Texas State Library and Archives Commission for review and approval.

Systems must complete and file with the Texas State Library the following documents: (1) five quarterly expenditure reports of grant disbursements and/or encumbrances; (2) two six-month narrative evaluation reports; (3) twelve monthly statistical reporting forms (see Chapter 4 of the Long Range Plan for Statewide Library Development, 1988-90); (4) one final audit of grant funds due six months following the termination of the system contract; and (5) update to the six-year plan.

Failure to submit any of the required documents shall constitute defaulting on the contract and shall be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Appendix B of the Long Range Plan for Statewide Library Development, 1988-90 contains the evaluation outline which serves as a guide for preparing semiannual narrative reports. Each system must account for variances in meeting goals and objectives during the fiscal year. Also in Appendix B of the Long Range Plan for Statewide Library Development, 1988-90 are the Standardized Reporting Form and a guide for conducting on-site evaluations.

Libraries eligible to apply for grants are those ten major resource centers serving as headquarters for the public library systems. Area libraries may be eligible for direct grants from the Texas State Library if the annual plan of service submitted by the system authorizes this. Recipients of the system services will be those public libraries accredited as system members and those additional public libraries authorized to provide special services under the system plan of service. Personnel involved in the project will be the Assistant State Librarian, the Director of the Library Development Division, the Manager of the Systems Development Department, the Grants Coordinator, the Grants Administrator, the Statistician, the Office Supervisor, and the Statistics Assistant. Proposals will be reviewed by the State Library staff and will be approved by the State Library and Archives Commission.

For additional information concerning the approach to be used to meet the objectives of Project 2.1, Regional Public Library Systems, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

North Texas Library System
(Fort Worth Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

West Texas Library System
(Lubbock City-County Library)

I.2.1

BIG COUNTRY LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objective of the Administration project is to effectively administer the various system programs. Programs will be administered to expend allocated funds for the optimum benefit of all public libraries comprising the Big Country Library System. Emphasis will be placed on basic supplementary services, but some attention will be focused on projects that will help small rural libraries and their users adapt technological innovations which will enhance the public library mission. System administration includes all duties related to general planning, budgeting, personnel management, grant administration, and evaluation. Generally useful information and library news will be widely disseminated through Big Country News, the system newsletter. Costs allocated to administration include equipment, supplies, and staff needed to accomplish activities such as those above which pertain to several or all system programs.

The Automation - Computer Competency project was initiated to provide an opportunity for library staff and patrons to become "computer literate." As with most technological innovations, this one will take longer to saturate rural areas than urban ones and the public library has as its clientele the entire resident population. The Big Country Library System computer literacy project consists of a microcomputer, a printer, support supplies, equipment, explanatory manuals, and a reasonable variety of software programs which will be deposited in volunteer libraries. Staff members will be shown the basics in the use and care of the microcomputer. A hot line, trouble shooter backup, is available from the local computer store. Participating libraries will be selected by a drawing at the September system meeting, and are responsible for maintenance and long-term support of the microcomputer.

The objective of the Books by Mail-Homebound program is to serve those homebound residents of the Big Country who cannot use regular library service. Homebound residents will be eligible to request books from the collections of the system and the Abilene Public Library. Patrons will be asked to complete a form indicating areas of interest. Based on this information, the library assistant will select appropriate titles to send. This service is provided to the patron free of charge including the cost of postage. It is projected that 1,000 materials will be circulated by the Books by Mail- Homebound program this fiscal year.

The Collection Development project will supplement badly strained local budgets. This project will provide incentives for member libraries to increase their local book and material budgets. A collection development benefit calculated according to a formula will be allocated to each system member library. The system will subscribe to up to four professional journals for each member out of collection development funds as aids to cataloging, selection, and professional development and awareness. Members may also use these funds to purchase non-book materials such as phonograph records, cassettes, or equipment to enhance their total collection and service potential. Two hundred dollars ($200) will be added to the allocation of any library that agrees to subscribe to a periodical index and at least five magazines indexed in it. The system will continue to encourage development of non-member public libraries and promote their legal establishment by allocating up to $100 for large budget or reference items chosen by the librarian from a specially prepared selection list.

The objective of the **Consulting** program is to provide information and advice to the staffs and governing bodies of system member libraries as needed and requested. Professional staff will attempt to visit every library at least once during the fiscal year and will be available for additional visits as necessary and as funds permit. Consulting services will also be conducted by phone and mail to whatever extent possible and effective. Evaluations will be conducted on request regarding adequacy of building, governing structure, staff, collections, and/or services. An annotated bibliography of the Big Country Library System's professional collection will be prepared and distributed. The system will continue to encourage the area's non-member libraries to become legally established in order to forestall possible legal entanglements in the future and to facilitate receiving tax deductible donations. Librarians will continue to be encouraged to earn and apply for county librarian certification and to comply with other applicable state laws and regulations. System staff will also consult with officials of Throckmorton County in an effort to establish a library in that county. Professional materials will be purchased for loan on request or in response to needs discussed during consultation.

The **Continuing Education** program was designed to provide opportunities for local library staff and board members to increase their knowledge of library services and techniques, and improve their ability to use the techniques and provide the services. The Big County Library System presents at least three continuing education opportunities each year. One workshop of general and basic interest is offered in at least three "neighborhood" locations with the aim of making it as easy as possible to attend. The other topics are generally less basic and may be presented either in two workshops or in an institute and in a workshop. During FY 1988, three topics will be covered at a minimum of eight locations. Topics for FY 1988 are: "Fund Raising", "Collection Development", and "Story Hour/Storytelling."

The **Film Services** program offers an important educational and recreational medium for a wide variety of needs. The system will make 16mm films and some 8mm films available to all Big Country Library System area public libraries (member and non-member) on a spot booking basis. In addition, packets of film rotate among the small number of libraries which book a particularly large number of films each month. Patrons may use system films for home entertainment, continuing education, club programs, and community projects. Librarians may use system films for library programs, to show at nursing homes and senior centers, or as educational or recreational programs for children and adults. Titles will be chosen by the MRC film librarian to foster coordination between the Abilene Public Library collection and the Big Country Library System collection. Both collections are available to system libraries. During FY 1988, system libraries and the Major Resource Center will show films to approximately 416,000 patrons.

The objective of the Literacy program is to provide direct service to those residents who are functionally illiterate so they will have those basic reading and mathematical skills necessary to live in today's world. In FY 1988, the system will continue a tutoring program in Taylor County and expand to areas served by other member libraries. Participation will be voluntary. Those libraries desiring to establish a local library literacy project will be allocated funds with which to purchase books and supplies and prepare publicity. Two tutor training workshops will be held during the year. The participating libraries will structure and coordinate programs to meet local needs, reporting statistics to the BCLS office monthly.

The Limited English-Speaking Services program provides library services to the non-English speaking population of the Big Country. A small collection of Spanish novels, how-to's, bilingual titles, and similar materials is available as part of the Extension Collection. For the Novelas Circuit, light novels, preferably photo or comic style novels in Spanish, all paperbacks, will be offered in packets of 30 to local libraries for circulation to patrons. The packets will rotate among participating libraries on alternate months. English as a Second Language (ESL) teaching programs (either tutoring or small classes) will be offered in volunteer Big Country Library System libraries. The library will structure and coordinate programs to meet local needs, reporting statistics to the BCLS office monthly. One ESL tutor training workshop will be held in FY 1988.

The objective of the Publicity program is to make Big Country residents more aware of the services available from the system. The system will offer radio and television spots produced by ALA or TLA to stations in the Big Country. The system will purchase and distribute plastic book bags with a library promotional design. System bookmarks will be designed, printed, and distributed. Publicity materials produced by ALA, TLA, or other systems will be distributed also. Area libraries will receive National Library Week and National Book Week publicity materials from the system.

The Services to the Elderly program provides services to help meet the needs of elderly patrons. The system will purchase large type editions needed by older adults and others with vision problems. These books may be used for special shipments to the local library where the library staff or volunteers then take the shipment to nursing homes or senior centers. The books are then left as deposit collections for the use of residents. The Abilene Public Library Special Services Librarian also uses these materials to serve local nursing homes, senior centers, and homebound patrons. During FY 1988, the system and the Abilene Public Library will circulate 32,200 large type editions.

The objective of the Shared Resources program is to broaden the service capabilities of libraries in the Big County Library System area. The System will purchase books which offer the patron popular materials of short shelf life. Some children's books, especially award winners, nominees, and "notable" titles, will be added for the benefit of those libraries with small children's collections. Libraries wishing to receive materials to supplement their collections may complete a profile stating the types and quantity of materials they desire. Books are sent monthly, unless otherwise specified, and may be used for up to a year or until they become shelf-sitters. The System will also maintain the filmstrip services available at member public libraries in the region. Each member has a 35mm sound filmstrip viewer/projector on deposit from the system. They also have a deposit collection of approximately 53 sound filmstrips representing a variety of useful programming topics. A filmstrip circuit will deliver 26 new sound filmstrips each quarter for fresh viewing material. A viewer/projector, a wheeled AV storage cart, and filmstrip sets will be deposited with new system member libraries. The system will circulate 21,840 materials through the Shared Resources program in FY 1988.

CENTRAL TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The Administration program has two objectives: 1) coordinate all programs and keep them responsive to the needs of constituents and 2) ensure that all constituents are able to get full benefit from system programs. Two membership meetings and a series of regional planning meetings will be held for members to discuss goals and their evaluation of current programs. Input from nonmembers will also be sought. The coordinator will meet with library boards, civic groups, and governing bodies to explain system services and to present information and answer questions about library operations. Meetings will also be held with library staff in response to requests for assistance, as a result of observed need, or for orientation of new library directors. During FY 1988, the coordinator will consult with approximately 75 persons per month. The Central Texas Library System newsletter, which is published monthly, will convey information on all system activities and programs, general news items, and suggestions for improved library operation.

The Automation program will enable library staff to gain computer experience on a small scale before proceeding to full-scale library automation. The long-range automation plan will assist member libraries in their local automation planning as well as allow the Central Texas Library System to provide the automation support most needed by members. Microcomputers will be purchased for member libraries along with software appropriate for library management applications. Members interested in taking part in the program will write a brief proposal describing how they will use the microcomputer. The Automation Committee will provide seminars for library staff to assist them in using their microcomputers and developing local automation plans.

The Collection Development program provides an incentive for local expenditures in collection development as it enhances the buying power of the library. The program allows small libraries to obtain large library discounts on library materials. Approximately one half of the system grant is divided among member libraries. The allotment formula is based on local expenditures with an inverse population factor. Libraries will receive subscriptions to two library periodicals to provide access to current book reviews. Libraries may use 15% of their collection development funds to hire a consultant to examine a specific problem area. They may also use 15% of these funds to purchase automation equipment. The consultant will provide purchasing information on current encyclopedias and, if volume discounts are available, will arrange for members to pool their orders. Individual library collections are subject to a periodic evaluation to determine if the quality has improved.

The objective of the Consulting program is to provide information and evaluation of local library services as requested by library staff. Two consultants experienced in the areas of adult services, children services, and outreach will be available. The coordinator will consult on library administration. The consultants will respond to telephone and mail questions with brief answers, detailed information or on-site consulting will be available as necessary. During the fiscal year, each system member library will receive an on-site visit from one of the consultants. The consultants will prepare bibliographies and evaluate two individual collections.

The **Continuing Education** program aims to improve the technical skills of library directors, staff, and volunteers. A secondary goal is to provide sufficient hours of continuing education for county librarians to maintain their certification. Five workshops will be presented on specific topics requested by constituents. Three of the workshops will be at the basic level and two will be more advanced. Workshop participants will evaluate each workshop and a summary of the evaluations will be filed with the Library Development Division of the Texas State Library. An orientation for lay representatives will be presented in conjunction with the September membership meeting.

The **Film Services** program augments local services by providing information and entertainment in a nonprint format. Films are selected for purchase by a committee of system staff and representatives from member libraries. The committee is divided into two groups, one to review adult films and one for children's. Each member library receives one 16mm projector and may check out films from the collection. Branch libraries that serve individual communities will receive projectors as money is available. Three projectors will be purchased in FY 1988. It is projected that in FY 1988, Central Texas Library System member libraries will borrow 6,575 films at a cost of $6.98 per circulation.

The objective of **Library Services to the Elderly** program is to supplement local collections with specialized materials that have a limited audience. Forty-two packets of 55 large type books circulate to member libraries for a three month period. New titles are added to the collection periodically. Therefore, libraries have access to a collection of approximately 2,500 titles. Three new libraries will be added to the circuit this year increasing the rotating collection to 2,600 titles by the end of the year. Additional volumes are available to supplement the rotating collection on request.

The **Limited English Speaking** program supplements local collections with specialized materials that have a limited audience. This program will allow libraries to apply for additional collection development funds which may be used to purchase English-as-a-Second-Language, basic reading, and GED materials. Preference will be given to those libraries in areas with a large Spanish population or those that can demonstrate a high usage by Spanish-speaking patrons. Through this program, the system will purchase 800 ESL, GED, ABE, and new adult reader materials for member libraries.

The **Literacy** program will increase the reading level of our citizens. Nearly 20% of the residents of the Central Texas Library System have no more than an eighth grade education. Five individual libraries will elicit the aid of a community organization to establish a program of reading instruction in the library. Instruction will be on a one-to-one basis with the co-sponsoring organization taking the responsibility of recruiting instructors. The system will provide funds for instructional materials and the basic reading collection. Display shelving will be purchased for the basic reading collection and audio cassette style teaching equipment will be purchased if requested by the instructor. Tutor training materials, including video or audio cassettes, may also be purchased. Funds will be distributed on a competitive basis, with the Literacy Committee evaluating the applications and making recommendations to the Advisory Council as to which libraries should be funded.

The **Publicity** program provides member libraries with the materials necessary to improve or maintain public awareness of the library. Member libraries can receive printed materials to support system-wide activities or to publicize local activities. The system provides support materials for Children's Book Week, National Library Week, and the Summer Reading Club. In FY 1988, the system will distribute 105,500 pieces of publicity. The program will respond to requests for specialized materials from system member libraries. Evaluation of the program is based on feedback from constituents and repeat requests for materials.

HOUSTON AREA LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The **Administration** program supports all administrative aspects of the programs and services the Houston Area Library System(HALS) provides for its member and nonmember libraries. The system staff will encourage participation of HALS member libraries in the annual planning and budget preparation process and in the on-going decision making process. This will be achieved through an annual needs assessment survey, contacts by telephone and written correspondence, geographic planning meetings, and two annual meetings attended by librarians, lay representatives, and the Advisory Council. The Assistant to the Coordinator will edit and produce a bi-monthly newsletter which will circulate upon written request to library board members, lay representatives, librarians, city and county officials, and interested citizens of member and nonmember libraries to communicate system and other professional activities. The coordinator and the assistant will attend local, state, regional, and national meetings concerned with library services. A van will be leased as an aid in delivering services, equipment, and materials to system member and nonmember libraries during consultation visits and regional, geographic, system, and business planning meetings. The cost of the lease is shared with the Consulting, Continuing Education, and Microcomputer programs.

The **Automated Systems** program continues to provide increased public access to books and other informational materials available in the Houston Area Library System and to assure efficient utilization of library services and materials. In FY 1988, the relationship of the network and the Houston Area Library System will change as the network becomes financially supported by its participating libraries. However, the Houston Area Library System will continue to support the network by eliminating inequities in the cost of belonging to the network cause by geographic location. This will be accomplished by subsidizing telecommunications costs. All libraries which wish to participate in the Houston Area Library System Computer Access Network in FY88 will be required to sign an Agreement for Computerized Library Services. This agreement is signed by the governing authorities of the Major Resource Center and participating libraries and describes the financial payment required of each library in order to be an active network member. Libraries with terminals on the network in FY 1987 will pay an annual maintenance fee per terminal in FY 1988. A one time fee will be assessed to place a new terminal on the network. These fees are based on the network's projected operating expenses and capital expenditures in FY 1988. Libraries may perform online circulation functions or use the bibliographic database with dial-up access only. Eight libraries will participate in online circulation and conversion and one will have dial-up access to the database in FY 1988.

The **Collection Development** program seeks to improve the quality and, to a certain extent, the quantity of library collections in HALS member libraries. Through this program, 44,468 books will be purchased by member libraries during FY 1988 for local collections. The Major Resource Center of the Houston Area

Library System will receive a collection development allocation to strengthen its total collection in order to serve as a resource for all of the system members. All other libraries will receive a collection development allocation based on formula. A Collection Development Workshop is held each year at the commencement of the fiscal year. Libraries are strongly encouraged to use the selection lists developed for the workshops but may, as appropriate, select items in other areas. However, libraries which do not subscribe to the selection periodicals, Booklist and Library Journal, must use their HALS funds for this purpose. This requirement was initiated in FY 1987 and was retained for a second year so that libraries would have time to appreciate the impact access to review sources can have on the selection process. The Assistant to the Coordi- nator is available to assist libraries in developing their collections.

The objective of the **Consulting** program is to improve the quality of library services provided by member libraries through on-site consultations, by system staff and special consultants, supplemented by telephone and written assistance. The system will provide on-site technical assistance to all member and nonmember public libraries by subject specialists. Working with the system staff, libraries will identify needed areas of consultation and request an appropriate consultant through the system office. Consultants will submit written reports with their recommendations for each library. The program will fund at least fifteen special consultations this year. System staff will also provide regular consultation support to the libraries by phone and on-site visits. A collection of materials to support consulting activities will be purchased and housed in the system office for staff and libraries' use. A vehicle will be leased by HALS for staff use in their on-site consulting with libraries. The cost of the lease is shared with the Administration, Continuing Education, and Microcomputer programs.

The purpose of the **Continuing Education** program is to upgrade the quality of library service in member and nonmember libraries through continuing education activities. Continuing education opportunities will be developed by the system staff through a series of workshops and seminars. Workshops or seminars will be presented by recognized specialists in program areas requested by member libraries and will be held in several locations. Topics presented each fiscal year are determined in the annual needs assessment survey and by the Continuing Education Committee. The workshops planned for this fiscal year will relate to and build on those offered in the previous year. Four full day workshops and a series of mini-workshops emphasizing very practical aspects of library service will be held. The latter is a new approach to providing training to HALS librarians in small libraries begun in FY 1987. By emphasizing fundamentals of library practice and holding the same workshop in multiple locations throughout the system, attendance by librarians in small libraries is facilitated. A vehicle will be leased by HALS for staff use in their on-site consulting with libraries. The cost of the lease is shared with the Administration, Consulting, and Microcomputer programs.

The **Film Services** program will continue to provide a significant collection of educational and recreational 16mm films for member libraries and their patrons. Plans are in progress to expand the collection of educational videocassettes. In general terms, HALS sees over the next five year period a major shift in the emphasis of its media programs from films to videocassettes. FY88 represents the second year of this transition. With an emphasis on replacement, only 39 films will be purchased. An on-going film rejuvenation program will allow for the rejuvenation of approximately 50 films. Two hundred and thirteen educational videocassettes will be purchased to expand this collection. Catalogues of both collections will be produced and distributed to member libraries to provide access to the Film Library's holdings. Given the decision, by the system, to move more aggressively into the videocassette format, a portable videocassette player will be purchased for each member library. The equipment may be checked out to patrons or used in the library.

The purpose of the **Literacy and Limited English Speaking** program is to provide materials, equipment, and training, as appropriate, to individual libraries in support of local literacy training programs. Three libraries will receive individual grants from HALS to support training for the Limited English Speaking and six libraries for literacy training. The programs will provide tutor training, literacy tutoring, tutoring of English as a Second Language, purchase instructional materials, equipment, and supplemental reading materials. In addition to tutor training offered by individual grant recipients, the Houston Area Library System will provide, as needed, one Literacy Volunteers of America, Inc. and one Laubach Literacy Action, Inc. tutor training workshop. The system anticipates an attendance of 4,452 at training sessions in local library programs which will teach students to function as literate persons in their communities.

The **Microcomputer** program is a four year project designed to introduce new technology to HALS libraries. The project was initiated in response to the results of a survey in which the libraries expressed strong interest in microcomputer technology. In FY 1988, nineteen microcomputers will be purchased, two of which will be placed in a training center at the Major Resource Center or used for on-site training. Libraries will apply to the system to receive the computers following guidelines developed by the Automated Systems Committee. A HALS staff member will provide basic training at the Major Resource Center and on-site for individual libraries with particular needs. Assistance will also be provided in planning local programs, selecting hardware and software, and implementation. The training center will also be used for demonstrating library and administrative software programs. Software and manuals will be purchased by the system to allow librarians to experiment with software thereby providing assistance in making local purchasing decisions. A vehicle will be leased by HALS for staff use in their on-site consulting on microcomputer hardware and software. The cost of the lease is shared with the Administration, Consulting, and Continuing Education programs.

The **Services to the Elderly** program provides funds to support particular programs in individual libraries which serve the elderly in their communities. Eight libraries will receive grants from the system to support their services to the elderly. The programs funded will include: acquisition of large print books; purchase of table top magnifying lens, film projector, slide cassette projector, BiFolkal kits, audiocassettes, and Holiday kits; film programs at various sites; delivery of materials to senior centers; and establishment of book collections at nursing homes, senior centers, and elderly housing units.

The objective of the **Video Package** program is to make available entertainment videocassettes to member libraries on a pre-arranged schedule and for extended periods of time. Libraries will continue to rotate their packets on a pre-arranged schedule. The system will circulate 250,000 videocassettes from the video package collection during this fiscal year. Packets will be maintained at their current size through a program of careful review, weeding, and replacement. A balance in the types of material in each packet will be kept in mind. However, emphasis will be placed on children and family entertainment in response to the expressed needs of the libraries. The annotated catalogue of holdings produced in FY 1987 will be updated and issued during the year.

NORTHEAST TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objectives of the **Administration** program are to: manage the North Texas Library System fiscal year program from its development through its completion and evaluation; provide a bimonthly newsletter to keep all units apprised of system, membership, state, and national news not readily available from other sources; and encourage the involvement of member librarians, their staffs, lay representatives, and Advisory Council members in all aspects of the system program. This program also seeks to improve library services in the area through the Northeast Texas Library System (NETLS) program and the inevitable sharing of interests and expertise when various groups gather and by encouraging nonmember libraries to become members. The coordinator will supervise all system staff in the implementation and evaluation of projects. With the Advisory Council Chairperson and the Major Resource Center Director, the coordinator prepares the agendas for five Geographic Committee meetings and four system meetings. An extensive orientation is provided at the first system meeting of the year and is then available for all new library directors, lay representatives, and Advisory Council members that come on board during the year. The system newsletter is published and distributed bimonthly to keep the membership informed of various developments. Lateral communication is encouraged through Geographic Committee meetings and through telephone credit cards supplied by the system to each library and to council members.

The **Automation** program is designed to develop and maintain a regional NETLS database and develop a technical and managerial environment suitable to expedite the sharing of library materials between the libraries in the region. Recognizing that automation best serves patrons at the local level, NETLS proposes to encourage and assist in local automation efforts which will provide significant local benefits and assist in regional development. A regional long range plan introducing members to automation technology and techniques and which provides for assistance to local library and groups of libraries to begin automation procedures was adopted in December, 1985 by the system membership. In FY 1988, the following parts of the plan will be implemented as a continuation of the portions implemented in FY 1987: Project Clearinghouse, Project Hands-on, Project Data, and Project Micro.

The **Collection Development** program supplements the materials collections of member libraries to raise collection to 2-4 volumes per capita. The program also provides an avenue for member libraries to purchase materials at system discounts and a method for member libraries to purchase commercial cataloging and processing at an inexpensive cost. Collection development allocations are based on a formula approved by membership and the Advisory Council. The allocations may extend beyond library materials if either of these two criteria are met: 1) two volumes per capita are owned or 2) a local materials budget that matches the system allocation. If either are met, the library may use their allocation to purchase equipment, obtain the services of an expert consultant, or pay partial OCLC subscription fees and use charges. The Collection Development Librarian will evaluate member collections upon request and assist in developing collection procedures for members and nonmembers.

The objectives of the **Consulting** program are to improve library management, services, funding, and automation by providing consultation services to library staff, trustees, and Friends upon request; to improve library collections by providing evaluation services and by assisting in the development of materials selection policies and collection development plans; and to provide a method for a member library to use up to $2,000 of its collection development funds to employ an outside consultant to provide the necessary service. Consulting services are available on-site, by telephone, or by mail. When the need is observed, consultation will be given without request. Each member will be visited at least once during the year.

The **Continuing Education** program provides continuing education experiences for library directors, library staffs, lay representatives, trustees, and Friends and provides basic library management information to those with no previous library experience. In addition, the program provides to large groups the same service that the Consulting project provides to individuals and small groups. At least four workshops will be developed and presented in two locations. The topics will be those voted on by the membership prior to the beginning of the fiscal year. One or two mini workshops may be presented in the afternoons of system meeting days if the schedule allows and the need develops.

The **Film Services** program offers a spot booking collection of nontheatrical 16mm films and videocassettes with public showing rights to member and nonmember libraries and their users. Additionally, the program provides programming assistance, upon request, to system librarians and library users and provides assistance in locating items not found in the NETLS collection. NETLS member and non member libraries and their users have access to approximately 2,000 16mm films and videocassettes through this program. Items may be booked by mail or phone. Booking, inventory, and an online catalog are maintained through an automated system available to NETLS as a result of a contract with Region 10 Education Service Center in Richardson. The system, currently based on a HP2000 mainframe computer, will be upgraded to a HP3000 minicomputer in FY 1988. The Film/Cable Librarian is available for consulting in the area of media programming, locating items not in NETLS collection, and preparing specialized filmographies. A Film Committee assists the Film/Cable Librarian in film selection and in evaluating policies and procedures. NETLS maintains a reciprocal borrowing agreement with the North Texas Library System which permits member libraries access to an additional 2,000 films. NETLS maintains membership at no charge in the Television Licensing Center, a clearinghouse for off-air taping rights for television broadcasts. A film/video catalog will be prepared in FY 1988 to update the FY 1986 catalog.

The **Limited English Speaking** program provides minigrants to help support ESL projects that are locally sponsored or cosponsored by public libraries and are housed in the libraries. The system will make two competitive minigrants of $3,500 available to member libraries. The Special Services Librarian will visit each project that receives a grant.

The **Literacy** program provides minigrants to help support literacy projects that are locally sponsored or cosponsored by public libraries and are housed in the libraries. The system will make competitive minigrants of $3,500 available to four member libraries with existing projects. Priority in awarding the grants will go to new programs forming and to existing programs that did not receive grants in FY87. Any additional grants will be awarded to some of the programs that received funding in FY 87; these will be on a competitive basis. The Continuing Education Librarian will visit at least four of the projects that receive grants. A written report will be made on each project.

The **Publicity** program has the following objectives: to broaden public awareness of libraries in general; to help promote an enlightened view of libraries and NETLS on the part of local governmental officials; to enhance local library publicity and programming efforts; and to promote awareness of NETLS and its services. The system will provide publicity assistance for local libraries. This will be accomplished by making available plastic book bags that carry the slogan, "Your Library is a Member of the Northeast Texas Library System," various bookmarks and posters promoting libraries in general and specific NETLS programs, National Library Week materials, and Children's Book Week materials. A slide/tape presentation and an informational brochure describing the structure, purpose, and services of NETLS and news releases of NETLS programs will be used to promote system services.

The **Services to the Elderly** program enables participating libraries to provide a continuously changing and wider selection of large print materials to patrons who have difficulty reading standard size print materials. Approximately 64 member libraries will participate in this project. New titles will be selected to make up additional packets and to increase all packets to 30 volumes. A collection will remain in a library for two months and is then mailed to the next library and a new packet is received. In FY 1984, a survey was taken to determine the types of large print materials most circulated. Material selection will follow the results of that survey.

The **Videocassette** program augments the present videocassette collections of member libraries; supplies information and entertainment in the 1/2" videocassette VHS format to users of member libraries; and helps administrators of member libraries determine if there is a need for a local videocassette collection. Videos in the rotating circuit are entertainment types and most are for home viewing only. They are selected by the Special Services Librarian who also supervises the circuit. It is estimated that 75 of the 77 member libraries will participate in the circuit. Each packet of 30 tapes will remain in a library for two months and will then move on to another library in the circuit. Videos of nontheatrical nature will be selected by the Film/Cable Librarian and will become a part of the Film Services spot booking collection. This activity is described in detail under the Film Services program.

NORTH TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objectives of the **Administration** program are to: coordinate the activities of the grant program; monitor expenditures and budget; supervise system personnel; do long range planning for the system; and consult with the membership, the Advisory Council, the Assistant Director of the Major Resource Center, and the Texas State Library on system matters. In order to fulfill these objectives regular system committee meetings, system-wide meetings, and Advisory Council work sessions will be held to provide member participation in planning and implementation of system programs. A bimonthly system newsletter will be produced to disseminate information concerning system programs. The coordinator will assist in the reorganization of the system into a nonprofit corporation. The activities associated with this include assisting the board of directors and system committees in drafting policies and procedures, securing appropriate space, drafting grant proposals, coordinating the relocation, and other activities identified by the board.

The **Adult Literacy** program is designed to encourage the development of training programs that target adults who are functionally illiterate and to enhance current programs in operation. The program also provides funds for system member library involvement in the area of adult literacy and assists system members in developing their adult literacy collections. The system will make funds available for a maximum of eleven grants. In order to qualify each applicant must be a member of the North Texas Library System; outline a specific program to include classes and/or tutoring that targets a need in adult literacy; develop the adult literacy collection with appropriate support materials; create attractive library displays; publicize the program; and keep detailed records documenting services to the target population. Applications will be received and reviewed by the Collection Development Consultant. The Advisory Council will award the grants.

The objective of the **Automation** program is to produce a plan for system-wide automation while maintaining and supporting the microcomputers currently in member libraries. The North Texas Library System Automation Committee will create a plan for system-wide automation which will provide for creation of a database of current acquisitions by member libraries; provision of hardware and software to member libraries to support library processes; and provision of personnel and equipment for training and supporting member librarians and other staff. Overall, the plan will provide a comprehensive, long-range approach to library automation for system members and will address the needs of members who require in-house systems and wish to link them to other systems in the region for the purpose of information sharing. The system will also purchase four microcomputers for new system members. These microcomputers will be compatible with those purchased in FY 1986 and those proposed in the long range plan. The system will continue to support the microcomputers currently in member libraries.

The Collection Development program focuses on building and enriching the local collection of the system libraries. A basic grant of $1,500 will be allocated to each system library. The remaining amount will be distributed according to population proportionally based on the most recent census estimates provided by the State Library.

The Consulting program responds to requests of system members when the need for selective information is greater than that available from their individual libraries. The program also provides consulting and professional expertise in selected areas of current events and trends in library science on the federal, state, and local levels. Consulting and professional assistance will be provided to system libraries via telephone, on-site visits, written communication, and meetings. In SFY 1988, the system will log 1,800 consultant hours during in-person, telephone, or mail consultations. The consultant will be available to make presentations promoting system services and library developments to governing bodies, public service groups, and library boards.

The Continuing Education program provides opportunities for librarians, staff, and lay representatives to be exposed to programs which deal with the rapidly changing trends in the library profession. It also provides programs that develop the public library services of the member libraries and educational programs that compliment the services of the North Texas Library System. Staff will provide a total of eight workshops for use by librarians, staff, and lay people. In addition, mini-workshops will be presented at each system meeting.

The objective of the Film Services program is to provide a centrally purchased, leased, and maintained collection of films for the use of system members, non-members, and their patrons. The Media Librarian will continue the five year (FY 1988 is year three) collection development plan for film acquisitions. The criteria used for this plan are: 1) statistics on use provided by the automated film reservations system, 2) survey of film users regarding current and projected subject area needs, and 3) analysis of the current film collection to determine strengths and weaknesses in relationship to criterion 1 and 2. System members will be supplied a catalog of 16mm films owned by the system. This catalog is published annually and updated bimonthly through the system newsletter. In FY 1988 a new film inspection machine will be purchased to provide quality care for the 16mm film collection. An upgrade for the present automated booking service will also be purchased.

The Publicity program aims to heighten the profile of North Texas Library System membership; supply information on national, state, and local current events and trends in library service; assist member libraries with development of public information services and materials that meet their individual needs. The Administrative Assistant, in consultation with the Publicity Committee, will design, purchase, and supply each library member promotional items of a generic nature which will promote library service.

The objectives of the Videocassette Services program are to act as a rotating base collection for member libraries; supplement local video holdings; and provide a centrally located collection of spot booking videos for use of system members and their patrons. Each participating library receives a packet composed of at least 40 videocassettes every other month. These are loaned under local circulation policies and procedures to patrons who have signed a contract accepting responsibility for any videocassettes loaned to them. At the end of the two month period, the packet is sent to the next library in the rotation. The Media Librarian will purchase replacements for the videocassettes lost or damaged in rotation. A video packet catalog will be produced and distributed annually to system members participating in the program. The system will provide videocassettes which will be viewed by approximately 200,000 Texans in FY 1988.

TEXAS PANHANDLE LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objectives of the Administration program are to manage and administer the system grant, support other system programs, provide a formal mechanism for developing problem solving abilities of library staff, and to stimulate citizen interest and commitment to improving library services. System staff will continue standard accounting and reporting procedures. Active contact with local library boards, friends groups, and local governing bodies will be made by system staff. To provide access to news and ideas affecting library service, a regular newsletter is published, issue oriented "talk sessions are encouraged and sponsored, and semi-regular mailings are made. Bi-monthly meetings of librarians, lay representatives, Advisory Council, system staff, and MRC staff will be held to encourage coordination, communication, and involvement in system planning and activities.

The objective of the Automation program is to continue data conversion of member libraries as a first step toward a shared computer system for on-line catalog, circulation control, and resource sharing. The shared computer system to be utilized is the Harrington Library Consortium. The Texas Panhandle Library System will contract with the Harrington Library Consortium(HLC) for one start up access point for each of two libraries. Access points include minimal hardware consisting of a multiplexer, modem, terminal, barcode reader/wand and necessary cables. Telecommunications and HLC port fees will also be provided for the first year. Retrospective conversion of holdings will be input in the 600,000+ title HLC data base. Unique titles will be transferred from OCLC to HLC by system staff. Financial support will be provided member libraries for unique title transfers and retrospective conversion of titles not found in the HLC data base.

The Collection Development program is designed to increase the quality and quantity of materials in area libraries. The program also aims to increase the accessibility of materials by allowing each member to use system funds for commercial card sets and/or by providing cataloging information upon request from the MRC. Collection Development funds are allocated to member libraries according to the formula adopted by the system. System member librarians will select and order library materials to be shipped to the ordering libraries and paid with system funds. Librarians allocate portions of their funds to be spent with the jobber or on a lease plan. Professional guidance to all public libraries in selection, acquisition, maintenance of collections, and making discarded MRC and Books-by-Mail materials available on permanent loan are aspects of the Collection Development program available to member and non-member libraries. These activities are carried out through consultations, mailings, and the telephone.

The aims of the Consulting program are to assist in the development of library programs and services that are new to some or all libraries, to provide expertise for the expansion of library services to unserved areas, to stimulate citizen interest and commitment to improving library services, and to prepare area libraries for automated library services. System staff will provide expertise, advice, feedback, and guidance on an individualized basis through on-site consultations, letters, and telephone calls to non-members and member libraries. Specific consultation and detailed assistance will be provided in the development of public library service in Oldham County. System staff will provide on-site information to library boards and other citizens interested in library services. Additional support will be provided to unserved and rurally isolated citizens through rotating collections, services to the elderly, limited English-speaking, and reciprocal borrowing.

The **Continuing Education** program seeks to develop library personnel and to expand their base of knowledge. The need for this program exists because of the wide range of formal education among area library staffs. Several approaches will be taken to fulfill the above objectives. These include: 1) full-scale major workshops designed to be of interest to many; usually geared to more than one type of library; subject treatment to be broad; attendees are not expected to acquire any specific skills, but rather an informational and attitudinal overview of the topics; 2) mini-workshops held in the area; designed to be of interest to public librarians; to cover topics best transmitted in small groups, such as specific skills or subjects generating discussion; 3) work sessions held on afternoons of bi-monthly system membership meetings; designed to focus on either basic library skills or specific problems; not all librarians will need; sessions are usually intensive and concentrate on one specific skill or problem. Specific workshop topics will include fiscal management, collection evaluation and development, and reference. A Basic Skills Workshop, a cooperative effort with the West Texas Library System, is being explored.

The **Film Service** program provides 16mm films from a growing central collection to member libraries free of charge and provides a variety of 16mm films for in-house and walk-in patron use through continuing the film packet service. Films from the collection are provided free of charge to member libraries on a "spot booking" basis. Librarians may utilize either film request forms to mail in their request, or a system credit card number to call into the Amarillo Public Library and request films for library programming use or for their patrons. System funds will be used to add approximately eight new films to the collection. Rotating collections of three 16mm films in packets are also provided to system member libraries for walk-in patron usage. The packets rotate on a monthly basis with the films arriving in the AV Department for inspection before being forwarded to the next library.

The **Interlibrary Loan** program provides resource sharing among the libraries, particularly those participating in the Harrington Library Consortium. Libraries are reimburses for postage expenses incurred while loaning local collections outside the local library service area. It is projected that in SFY 1988, member libraries will loan 3,600 items.

The objectives of the **Literacy** program are to support literacy programs in the Panhandle Region through the use of library facilities, publicity, and the development of library collections to assist Adult Basic Education, GED, and English as a Second Language students in the area. The Texas Panhandle Library System, Amarillo Public Library, and Amarillo College will continue to cooperate on a tutoring program in Amarillo Public Library and its branches through the Amarillo Area Literacy Council. The system will also continue to support publicity efforts and provide materials for this program. In SFY 1988, the Literacy Program will expand to include Perryton, Shamrock, Tulia, and Wellington. Materials and publicity will be provided to existing literacy programs and to other system members holding tutoring sessions in their facilities as the program expands. All disposable workbooks and teachers manuals will be provided for tutors and students. One ABE, GED, or ESL book will be presented to the appropriate library for every five hours a student is tutored in the library facility. The system will contract with Laubach Literacy Action and Amarillo Area Adult Literacy Council to conduct tutor trainer workshops and tutor workshops in area libraries.

The **Rotating, Deposit, and Extension Services** program provides libraries access to materials owned and/or discarded by the Amarillo Public Library. It also provides access to neighboring member library collections to persons without public library service and to other residents without payment of a non-resident fee. This program is comprised of three components: 1) reciprocal borrowing, 2) permanent loans, and 3) extended loans. To participate in the Reciprocal Borrowing component of this program, the governing authority of a member library must agree to open the library's collection to patrons from other participating libraries. Net lenders are reimbursed from all loans made over a monthly base figure. The system also reimburses libraries for books that are lost by reciprocal borrowers and deemed irretrievable. The Area Permanent Loan component helps supplement the collection of area libraries. Books withdrawn from the Amarillo Public Library are made available on permanent loan to all public libraries of the 25 county area. The extended loan programs allows a library to borrow up to 200 (300 during summer reading club months) books taken from duplicates on the shelf of the Amarillo Public Library.

The **Reference/Information and Referral** program extends the reference capabilities of member libraries and provides access to regional information and referral data. System member libraries may telephone the system office to request assistance in answering reference questions which cannot be answered through local resources. System staff will utilize the Amarillo Public Library reference collection and the resources of the Harrington Library Consortium. Resources will be purchased by the system for the collective use by members. Staff will begin collecting and organizing information and referral data for the Panhandle Region. This data will be entered in the Information and Referral Subsystem of the Harrington Library Consortium for access by area libraries.

The **Services to the Elderly** program provides enhanced library services to the elderly population of the Panhandle. Large print circulating packets are rotated through the system on a four month basis. Libraries are responsible for lost items, but not damaged ones. In response to recommendations from the system planning committee, talking books will be added to the circulating packets of audio cassettes.

WEST TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objectives of the Administration program are to provide those operations which fulfill the administrative responsibilities outlined in the "Rules and Regulations for Administering the Library System Act." In order to fulfill those responsibilities the West Texas Library System staff will be responsible for budget preparation, fiscal management, purchase management, and contract management. The West Library System will conduct meetings of the Advisory Council and System Committees which assist in the planning and evaluation of System services. Program planning, budgeting, bookkeeping, evaluation, and reporting will be undertaken by the system staff in consultation with the Major Resource Center Director and Assistant Director, and with input from the Advisory Council, Future Program Planning Committee, librarians from system libraries, and Lay Representatives. To promote system communications, WTLS staff will publish the bi-monthly newsletter, In the Wind.

The function of the Collection Development program is to supplement the book budgets of WTLS member libraries. In order to fulfill this objective, system member librarians will be provided with a fund against which books and periodicals can be charged. Funds will be allocated according to an incentive-equalization formula. No library may receive an allocation greater than the local book expenditures of that library in the latest completed fiscal year. Purchase of adult nonfiction books, current and popular titles, juvenile materials, paperback books, large-print materials, professional library periodicals, and lease of popular titles will all be available as options for expenditure of collection development funds. Book and periodical orders and lease plans totaling $160,451 will be purchased with system funds.

The objective of the Consulting program is to provide on-site and other forms of technical assistance to system area libraries, their lay boards and governing bodies, in all areas of library administration; to provide information by telephone, mail, or other means to the staffs of 32 system area libraries, their lay boards and governing bodies; and to provide consulting assistance to citizens and/or governing officials who might wish to plan for the initiation of library services. Regular planned visits will be made to member libraries to facilitate communication and to build cooperation, as well as to undertake specific consulting tasks. In addition, the professional staff will be available, on request, to provide on-site consulting services or to provide information by mail or by phone to system libraries.

The purpose of the Continuing Education program is to provide opportunities for continuing education to the staffs of 32 system area libraries by planning and conducting workshops on all aspects of library administration. The system staff will, with the advice of the Continuing Education Committee, plan, promote and conduct two mini workshops in several locations, a one-day workshop, and a two-day workshop. A workshop on basic skills and a two-system Advisory Council, which would be a cooperative effort with the Texas Panhandle Library System, are being explored.

The Film Services program supplies, on a shared basis, film hardware and software to meet the audiovisual programming and circulation needs of member libraries. Packets of 16mm films will rotate among system member libraries on a monthly basis. In addition, a spot-booking collection will be available through the system office. A film budget of $20,000 will purchase approximately 54 new and replacement films for the program in FY 1988. A video budget of $15,520 will purchase a collection of approximately 100 videocassette tapes, which will be made available on a spotbooking basis to member libraries. The scope of the collection will be non-theatrical, educational, and instructional and will include only those videos which are available for public showing. Film and video holdings will be input into the OCLC database as purchased for inter-system sharing of audiovisual resources.

The Limited English Speaking program allows participating libraries the opportunity to offer Spanish-language paperback books to library users. The system will continue to purchase these books for participating libraries to increase the number of materials available for loan and to replace those which have been lost or damaged. Packets will be standardized at approximately forty paperback books by inventorying each packet, withdrawing worn books, and replacing or adding as needed. Each packet will rotate among the circuit participants every two months. In FY88, approximately 223 books will be purchased with $2,000 budgeted for this program.

The Literacy program aims to cooperate with agencies which are working to combat illiteracy in the WTLS area, by offering library space and support materials for classes and a publicity program to advertise this instruction. In FY 1988, WTLS plans to add at least two or possibly three libraries to the seven which have programs established. The Lubbock Literacy Council has made arrangements with the Lubbock City-County Library to utilize the library's meeting rooms for tutoring sessions. The Lubbock City-County Library has a basic collection of support materials purchased by the system in FY 1986. The system will purchase materials for tutors and possible additions to support the collection. Additional libraries under consideration for the establishment of a literacy program are: Hockley County Library, Kendrick Memorial Library, and Crosby County Library. A basic collection of support materials will be purchased, promotional materials will be furnished, and disposable workbooks will be provided.

The objective of the Publicity program is to purchase or produce materials publicizing local library services and system services for distribution to the member libraries of West Texas Library System. Promotional materials, such as bookmarks, posters, radio announcements, and television spot announcements, will be purchased or produced and distributed to member libraries for use in promoting library services to the public. Additional materials describing and promoting system services will also be produced and distributed. The system will purchase an additional sign making machine which will make various size letters, provide more flexibility, and satisfy current member demands for this service.

The **Unserved Counties** program provides books-by-mail service to the citizens of King, Borden, Loving, and Glasscock counties. In providing books-by-mail to residents of these counties, every citizen within the 29 counties served by the West Texas Library System will receive a minimal level of library service. Box holders in the four unserved counties will receive four catalogs of paperback books from which they may make requests to the system office. A cumulative author/title index of the entire collection will be complied by the end of the fiscal year in order to apprise new residents and Glasscock County residents of all the collection. The index will also serve to remind all residents of the holdings and will enable the entire collection to be utilized more fully.

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Interlibrary Loan and Reference Referral Network

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
150,750

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	1,079,092	xxxxxxxxxxxx	xxxxxxxxxxx	1,079,092
Current FY funds				
Total Expenditures	1,079,092			1,079,092
Carryover to next FY	1,139,040	xxxxxxxxxxxx	xxxxxxxxxxx	1,139,040

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

ILL

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.2
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
INTERLIBRARY LOAN AND REFERENCE REFERRAL NETWORK

1. Objectives and Need For This Assistance.

   a. Objective

   To provide interlibrary loan services and answers to informational inquiries through a network of public, academic and special libraries. (Goal 2, Objective 2.1, p. 18 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 39-40 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

To fill 150,750 interlibrary loan requests and reference referrals through the Texas State Library Communications Network.

3. Approach.

Libraries attempt to meet the information needs of all their users primarily from local library and information sources. When the local sources are inadequate to meet the need, librarians can submit the requests to the Texas State Library Communications Network. The primary purpose of this project is to improve public library services to underserved areas or groups.

Requests for interlibrary loans are telephoned to the interlibrary loan referral center in the large public library which serves the geographic area. The interlibrary loan project staff will send the books or photocopies from the collection to fill the requests. If unavailable at that library, the request will be referred to other public and academic libraries via the OCLC computer.

For the public libraries which serve as referral centers, this project reimburses the expenses for staff salaries, fringe benefits, supplies, communication, postage, equipment and administration. Academic libraries are reimbursed at a fixed rate per net loan for those loans which are made in response to TSLCN requests.

Because of concern for both the total and unit costs, the State Library staff closely monitors the progress of this program. Studies are conducted to improve efficiency and reduce costs. During the coming year changes may be made or tested to accomplish these objectives.

The project will provide materials and information not available in the local library by providing interlibrary loan and referral services to Texas public, special and academic libraries. It will provide for technical assistance and workshops to help Texas libraries, especially the smaller ones, make this service widely available to all citizens. It will make the resources of the major Texas public and academic libraries more widely available to all citizens.

TIMETABLE

June 1, 1987	Mail tentative contracts to MRC libraries
July 15, 1987	Mail final contracts to MRC libraries
August 15, 1987	Mail contracts to academic libraries
September 1, 1987	Effective date of contracts
August 31, 1988	End of contract period

Interlibrary loan statistics are collected at the Texas State Library from each referral center and are cumulated monthly, semi-annually and annually. Evaluation criteria are the number and percentage of requests filled, cost per fill, and turnaround time.

Special studies are periodically conducted to examine procedures and determine staffing levels.

The participants in this project are all public libraries in Texas. While most academic and special libraries are served by simply responding to the requests they initiate over OCLC or by mail, some participate like the public libraries by telephoning in their requests. In FY 1988, the third year of a pilot project will be conducted; one referral center will supply a limited level of interlibrary loan service (no referrals outside the region) to a small rural school district.

For additional information concerning the approach to be used to meet the objectives of Project 2.3, Interlibrary Loan and Reference Referral Network, see Appendix C, Guidelines for Interlibrary Loan Contracts.

4. Geographic Location.

The location of this project will be the entire state.

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	2.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Texas Reading Club

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
403,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		53,211		53,211
Total Expenditures		53,211		53,211
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

TXREAD.C

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.3
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
TEXAS READING CLUB

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage the use of libraries by children and young adults through distribution of promotional items. (Goal 5, Objective 5.4, p. 23 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, p. 77 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

The number of Texas Reading Club materials distributed will be a minimum of 403,000. This figure represents the number of reading logs sent to Texas libraries.

3. Approach.

Materials will be distributed to all libraries which submit a formal order. The order form will appear in the summer issues of the Library Developments newsletter. It will also be attached to the program evaluation which will be mailed to current participants in August. Items to be distributed include posters, bookmarks, reading logs, certificates, and planning manuals.

A librarian's planning handbook will be prepared to aid librarians in designing programs based on the selected theme. This handbook includes information on the planning process, games, program ideas, and a bibliography. All material will be produced and distributed in time for participating libraries to plan and advertise the summer activities during the spring months.

TIMETABLE

Selection of Theme and Slogan	January, 1987
Negotiation for writing of librarian's planning handbook	March, 1986
Negotiation with artist/advertising agency for production of original art	April, 1987

Publicity article in July issue of Library Developments, including order form	July, 1987
Reading Club evaluations mailed out, including order form for 1987 program	August, 1987
Deadline for receipt of orders	September 18, 1987
Reading Club Evaluations due at Texas State Library	September, 1987
Bid specifications for printing, written and submitted	September, 1987
Bid let, materials printed	November, 1987
Materials mailed to participating libraries	February, 1988
Mail out of additional materials, as requested, until supplies are exhausted	March-August, 1988
Evaluation on 1988 program by participating libraries	August through September, 1988
Publication of evaluation results	November, 1988

During the year, librarians may make recommendations for improving the program. They are encouraged to call or write State Library staff. In summer, evaluation forms are sent to all participating libraries. The evaluation forms request information about the success of the local programs, problems faced by the libraries, and suggestions for future themes.

All Texas public and school libraries are eligible to participate in the program. Institutional libraries may order materials if appropriate to their clientele.

4. Geographic Location.

The entire State of Texas.

ED Form Nos. 921-1, 921-2, and 915-1

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THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	2.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Interlibrary Loan Referral Center Bibliographic Network

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
	Carryover from previous FY	35,000	xxxxxxxxxxxx	xxxxxxxxxxx	35,000
15,989,000	Current FY funds				
	Total Expenditures	35,000			35,000
	Carryover to next FY	35,000	xxxxxxxxxxxx	xxxxxxxxxxx	35,000

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

BIB NET

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.4
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
INTERLIBRARY LOAN REFERRAL CENTER BIBLIOGRAPHIC NETWORK

1. Objectives and Need For This Assistance.

   a. Objective

   To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, p. 18-19 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 40-41 of the Long Range Plan for Statewide Library Development, 1988-90.)

2. Results or Benefits Expected.

80,000 library materials owned by the Interlibrary Loan Referral Centers will be cataloged in the OCLC database.

3. Approach.

The State Library will contract with the AMIGOS Bibliographic Council for computer assisted cataloging and/or serials check-in services for the ten Interlibrary Loan Referral Centers. Funds will be allocated to an account for each Interlibrary Loan Referral Center in proportion to the Center's cataloging activity in OCLC during the preceding year. Eligible costs will include a portion of annual current cataloging and retrospective conversion activity at a rate established by AMIGOS for all its members. Interlibrary Loan Referral Centers will pay all other charges due AMIGOS, such as those for annual fees, catalog cards, accession lists, computer tapes of local records, microform catalogs, equipment, etc.

Conditions for participation in this project are that the Interlibrary Loan Referral Centers catalog all newly acquired materials in the appropriate media formats through the OCLC system, continue to serve as an interlibrary loan and information referral center for the Texas State Library Communications Network, and actively participate as members of the AMIGOS Bibliographic Network in accordance with all policies.

In FY88, about half of the funds will be allocated to tapeload onto OCLC the machine readable bibliographic records which some Interlibrary Loan Referral Centers have obtained from other sources. This will increase the size of this database and will thus make holdings information on more materials available for use in resource sharing activities.

TIMETABLE

Contract Begins	September 1, 1987
Statistical Reports of Cataloging Activity Due	Quarterly
Contract Ends	August 31, 1988

The success of the project will be judged by the total number of library materials cataloged using the OCLC system.

4. Geographic Location.

Abilene Public Library
Amarillo Public Library
Austin Public Library
Corpus Christi Public Library
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Houston Public Library
Lubbock City-County Library
San Antonio Public Library

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

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20 U.S.C. 351 *et seq.*, unless otherwise noted

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	2.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Continuing Education

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
NA

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	36,496	xxxxxxxxxxxx	xxxxxxxxxxx	36,496
Current FY funds		225,709		225,709
Total Expenditures	36,496	225,709		262,205
Carryover to next FY	36,408	xxxxxxxxxxxx	xxxxxxxxxxx	36,408

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

CONT.EDU

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.5
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
CONTINUING EDUCATION

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 21 of the Long Range Plan for Statewide Library Development, 1988-90.)

   To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, p. 21 of the Long Range Plan for Statewide Library Development, 1988-90.)

   To provide information and materials on all aspects of library and information services to interested persons. (Goal 4, Objective 4.4, p. 22 of the Long Range Plan for Statewide Library Development 1988-90.)

   To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 22 of Long Range Plan for Statewide Library Development, 1988-90.)

   To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.5, p. 24 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4 pp. 48-50, 51-60, and 78 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

   2,600 hours of consulting will be provided to librarians, library staff, trustees, and interested persons in the areas of library automation, outreach services, general library management, and other areas.

   12,000 continuing education student hours will be provided.

   2,000 people will enroll in continuing education workshops

   3,500 instructional manuals and 50,000 informational materials will be distributed.

5,500 people will learn about employment opportunities by calling the Texas State Library Jobline.

3. Approach.

The Texas State Library consulting and continuing education staff will provide workshops on pertinent topics, and will develop related instructional and informational materials for librarians, library staff, trustees, and the interested public. The workshops will be designed to meet library educational needs as identified by assessment surveys, staff analysis of changes occurring in the profession, and in response to specific requests which have statewide implications.

The State Library's Reading Club Manual and other instructional materials are planned for revision.

Continuing education activity will be announced statewide by memos, letters, and workshop brochures mailed in advance of the workshop dates to members of the library community. These activities and materials will be discussed in the division newsletter, Library Developments. In addition, each issue will have the Library Continuing Education Calendar list the training activities in the state as well as the State Library's workshops.

Three staff members will offer in-depth consultations in all areas of library operation, via telephone, on-site visits, and written correspondence. These consultants offer specialized consultation, two in library automation and one in library services to the institutionalized and to the disadvantaged. The consultants are available to answer requests for help and information. They also encourage such requests by making an effort to be visible to the clientele by giving workshops, by participating in public events, by writing articles, and by hosting meetings. For example, the Special Services Consultant holds a statewide meeting for institutional librarians and administrators.

Members of the library community will be able to educate themselves by borrowing professional materials: books, periodicals, and video tapes from the Library Science Collection (LSC). These materials circulate statewide to anyone who requests them. The LSC librarian also will distribute all instructional and educational materials and answer reference questions.

The Texas State Library Jobline, a pre-recorded telephone message, will announce library job vacancies in Texas. Up-dated weekly, the Jobline will operate twenty-four hours a day, seven days a week.

New Library Science Collection materials and the Jobline telephone number will be listed in the newsletter, Library Developments.

TIMETABLE

Planning for FY88 Training	March-May, 1987
Disadvantaged Services Workshops	September-December 1987
Fundamentals of Library Automation	September-December 1987
Institutional Services	Winter 1988
Library Automation	Summer 1988

Evaluation of the continuing education program will be measured by the number of consultations, including technical assistance and reference questions answered; student workshop hours provided for both librarians and library board members; and informational and instructional materials distributed. Workshops are evaluated by participants who also make recommendations for future workshop topics.

4. Geographic Location.

The State of Texas

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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WASHINGTON, D.C. 20208-1430

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	3.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)	3. TARGET AREA TO BE SERVED BY PROJECT
Regional Public Library Systems	Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
756,513	Carryover from previous FY	477,807	xxxxxxxxxxxx	xxxxxxxxxxx	477,807
	Current FY funds				
	Total Expenditures	477,807			477,807
	Carryover to next FY	381,768	xxxxxxxxxxxx	xxxxxxxxxxx	381,768

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	3.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Houston Area Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
756,513	Carryover from previous FY	477,807	xxxxxxxxxxxx	xxxxxxxxxxx	477,807
	Current FY funds				
	Total Expenditures	477,807			477,807
	Carryover to next FY	381,768	xxxxxxxxxxxx	xxxxxxxxxxx	381,768

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 3.1
PUBLIC LIBRARY (SERVICES TO DISADVANTAGED)
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

   See Project 2.1, Regional Public Library Systems.

2. Results or Benefits Expected.

   Purchase of library materials for the disadvantaged.

   Purchase of library materials to support literacy instruction in public libraries.

3. Approach.

   See Project 2.1, Regional Public Library Systems.

   For additional information, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

   Houston Area Library System.

   Headquarters: Houston Public Library

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	3.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
18,226

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	114,926	xxxxxxxxxxxx	xxxxxxxxxxx	114,926
Current FY funds				
Total Expenditures	114,926			114,926
Carryover to next FY	500,000	xxxxxxxxxxxx	xxxxxxxxxxx	500,000

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	3.2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Dallas Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
11,235

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	61,623	xxxxxxxxxxxx	xxxxxxxxxxx	61,623
Current FY funds				
Total Expenditures	61,623			61,623
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	3.2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Corpus Christi Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
6,991

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	53,303	xxxxxxxxxxxx	xxxxxxxxxxx	53,303
Current FY funds				
Total Expenditures	53,303			53,303
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

DIS.CORP

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 3.2
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

1. Objectives and Need For This Assistance.

   a. Objective

   To assist libraries in improving services to the disadvantaged. (Goal 5, Objective 5.1, p. 22 of the Long Range Plan for Statewide Library Developments, 1988-1990.

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 51-60 of the Long Range Plan for Statewide Library Developments, 1988-1990.

2. Results or Benefits Expected.

   LSCA Title I grants will be awarded to public libraries to conduct community-based library programs for disadvantaged populations.

3. Approach.

   The objective for this project will be accomplished through contracts with public libraries. The libraries will compete for funds through a grant application process. Grant guidelines and application forms will be mailed to all public libraries by the Texas State Library. The grant project will be announced through the State Library newsletter, Library Developments. In addition, the State Library will provide a series of workshops throughout the state which will highlight successful existing programs for disadvantaged populations and will demonstrate how to develop a good program and a good grant proposal. State Library staff will offer consultant services to help interested libraries write a grant proposal.

   State Library staff will review the proposals and present them to the LSCA Advisory Council. The Council will evaluate the proposals and make recommendations for funding to the Texas State Library and Archives Commission. The Commission will review and approve the recommendations.

   Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) five expenditure reports of grant disbursement and/or encumbrances; and (3) one final audit of grant funds.

   Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

The project is administered by local agencies under contract with The Texas State Library.

For additional information concerning the approach to be used to meet the objectives of Project 3.2, Public Library Services for Disadvantaged Population, see Appendix D, Guidelines for Disadvantaged Grants.

TIMETABLE

September, 1986	Application guidelines mailed.
April, 1987	Applications due at the Texas State Library.
May, 1987	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1987	Applicants notified of staff recommendations to Commission.
June-July, 1987	Texas State Library and Archives Commission approves grant awards.
September 1, 1987	Projects begin.
August 31, 1988	Projects end.

4. Geographic Location.

The location for this project is the entire State of Texas.

Dallas Public Library

People with Incomes Below Poverty Level

PROJECT GOALS:

The goal of this project is to develop a strong patron base of independent library users; people who feel comfortable using the library, and who know how the library can work for them. Additionally, the branch staff intend to provide the people of this community with practical assistance in meeting needs, and to increase the resources that are available to them in the library. The ultimate goal is to see substantially increased usage of this branch; usage made by people who have been trained to utilize library resources to benefit themselves.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

Objective 1: Implement an outreach service in the community

An additional staff member will be hired who will work with community agencies serving youth and adults. This person will make the library visible in the community and provide extensive library use education. An existing staff member will work with agencies serving children.

Objective 2: Provide at least 16 in-library programs for the target group

Workshops and programs will be presented on topics of practical interest to members of the target group. Sample topics include: managing finances, job hunting, and naturalization (for Hispanics).

Objective 3: Provide audiovisual and reference material to the target group

Instructional videocassettes, other media, and specialized reference tools will be purchased as resources for members of the target group.

Objective 4: Establish a Children's advisory library committee and reading group

Children from target group families will participate in planning library activities. A reading group will also be formed for interested children.

Corpus Christi Public Library

Unemployed Persons

PROJECT GOALS:

To provide an easily accessible, centrally located collection of employment and career materials for the unemployed and to provide assistance using these materials. By doing this, the library will provide a valuable source of information which will help the unemployed increase their chances of locating employment. This will also increase the target population's awareness of the services the library offers to the community as a whole.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

This project will help the unemployed increase their chances of becoming employed in several ways. First of all, a collection of employment and career information will be made available in a central location. These materials will include career guides, test tutors, employment listings, resume books, education information, training information, and other pertinent sources. In both print and nonprint formats, these sources will help the unemployed by preparing them for the job search and by increasing their awareness of job seeking skills. Both new sources and sources currently owned by the library will be integrated into the collection of the project. Besides providing sources of information, the staff of the center will offer workshops and programs to further improve the job seeking skills of the target population. In order to insure the success of the project, evaluation will be carried out during the course of the project, and changes in approach and methodology will be made when necessary.

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	4.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Library Services for the Blind and Other Physically Handicapped Persons

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
20,180

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		xxxxxxxxxxxx	xxxxxxxxxxx	
Current FY funds		1,019,773		1,019,773
Total Expenditures		1,019,773		1,019,773
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

LS.BPHP

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 4.1
SERVICE TO PHYSICALLY HANDICAPPED
LIBRARY SERVICES FOR THE BLIND AND OTHER PHYSICALLY HANDICAPPED PERSONS

1. Objectives and Need For This Assistance.

a. Objective

To provide direct services from the Texas State Library to the blind and physically handicapped. (Goal 5, Objective 5.3, p. 23 of the Long Range Plan for Statewide Library Development, 1988-90.)

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 76 of the Long Range Plan for Statewide Library Development, 1988-90.)

2. Results or Benefits Expected.

The number of noncommercial titles acquired in 1988 will be 160.
The average annual level of circulation per active reader will be 45 volumes.
The number of patrons reached and served will be 20,180.

3. Approach.

The service will be carried out primarily by the Texas State Library, Division for the Blind and Physically Handicapped. Books and magazines in special formats will be mailed to registered patrons throughout the state.

Materials mailed will be those specifically requested by patrons, or materials chosen by agency staff in subject interest areas requested by patrons, or a combination of the two.

Non-commercial title acquisitions will be increased by a volunteer recording program, and by acquiring from other states recorded books which would be of interest to Texas patrons. Commercial title acquisitions will be primarily in large print format.

Contacts with patrons will be made in person, by telephone, and by mail (letters, newsletters, and other mass mailings as needed).

New patrons will be reached by using public service announcements on radio and television, and by articles in newspapers. All public service announcements will be released both in English and Spanish.

TIMETABLE

December 31, 1987	40 non-commercial titles acquired 10 volumes circulated per active reader (average) 20,180 patrons reached and served

March 31, 1988	80 non-commercial titles acquired 20 volumes circulated per active reader (average) 20,180 patrons reached and served
June 30, 1988	120 non-commercial titles acquired 32 volumes circulated per active reader (average) 20,180 patrons reached and served
September 30, 1988	160 non-commercial titles acquired 45 volumes circulated per active reader (average) 20,180 patrons reached and served

Statistics will be kept at the State Library on registration, circulations, and commercial and non-commercial acquisitions. In addition, the Library of Congress, National Library Service for the Blind and Physically Handicapped, will provide statistics on a portion of the magazine circulation.

Participants in this program are local, state, and federal agencies working with the handicapped, and various public and private schools, volunteer organizations, public libraries and institutions.

4. Geographic Location.

The location of the project will be the entire state.

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	5.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Centralized Acquisitions for State Institutions

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
52,748

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	46,055	xxxxxxxxxxxx	xxxxxxxxxxx	46,055
Current FY funds		342,550		342,550
Total Expenditures	46,055	342,550		388,605
Carryover to next FY	45,880	xxxxxxxxxxxx	xxxxxxxxxxx	45,880

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

CEN.ACQ.S

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 5.1
STATE INSTITUTIONAL LIBRARY SERVICES
CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS

1. Objectives and Need For This Assistance.

   a. Objective

   To strengthen libraries in state residential institutions. (Goal 5, Objective 5.2, pp. 23 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 60-76 of the Long Range Plan for Statewide Library Development, 1988-90.)

2. Results or Benefits Expected.

   A total of 4,000 items (books, audiovisual and tactile materials) will be added to the collections of institution libraries.

3. Approach.

   The Texas State Library may only grant money to cities and counties. It can, however, give library materials to other libraries. Therefore, accounts will be set up in the State Library against which the institutions will request books and audiovisual materials. In this way the State Library will order and pay for the materials, with the institutions receiving the materials directly from the jobber. This arrangement will permit the institutions to take advantage of the State Library's discount on books.

   To be eligible to receive an allocation, each institution must (1) file a report showing the amount of state funds expended for library materials in SFY 1987, and (2) complete a data collection survey on the collection, staff, and programs offered by their resident's library. These documents will be similar to those prepared for the FY 1987 program (See Appendix E - Application for State Institutions Program).

   Each eligible institution will receive a basic allocation of a fixed dollar amount. Additional funds will be allocated to those institutions which have expended state funds for periodicals, books and audiovisual materials. The amount of additional funds allocated to each institution will be calculated by a matching formula against that institution's reported expenditure of state funds for library materials.

The Texas State Library Acquisitions Department will supply institutional librarians with standardized ordering forms, complete instructions for

ordering, and a schedule of ordering deadlines. This material will be mailed with the announcement of the institutions allocation amount. The Texas State Library Library Development Division will provide institutional librarians with selection aids to help them purchase appropriate material and to help them meet ordering deadlines.

The provision of additional library materials for residents of state institutions will enrich the lives of those people who cannot readily avail themselves of educational, cultural, and recreational opportunities meant for the general public.

By allocating the majority of program funds on a matching formula which keys into the amount of funds spent by the institution for library materials, the institutions will be provided an incentive to increase their state expenditures.

By allocating a basic amount ($400) to all institutions which report, those institutions which have not expended state funds for library materials will have a nominal sum at their disposal. In this way, the use of federal funds to purchase new materials may stimulate the expenditure of state funds at those institutions.

The institutions will purchase books under the State Library's discount rate, 20.2%. This discount will allow the purchase of more books for the institutions. Through the purchase of books and audiovisual materials, the institutions can develop collection areas which, although needed by the residents, may not be allowed under stringent local budget constraints.

TIMETABLE

Initial Notification of the program mailed to all institutions	July-August, 1987
Application (Expenditure Report and Survey) mailed to all institutions	September, 1987
Return applications to Texas State Library	October 15, 1987
Notification of allocation amounts sent to eligible institutions	November 1, 1987
Funds Encumbered by Institutions	March 30, 1988
Funds expended by Texas State Library	August 31, 1988

The number and format of materials purchased with federal funds will be monitored in order to determine the impact of LSCA funds on the needs of the institutions as determined by cited standards.

The number of institutions submitting expenditure reports for the following fiscal year will be monitored to determine whether they have responded positively to the basic allocation amount approach. The level of local expenditures for library materials will also be monitored to determine if the matching grant approach has served as an incentive to increase local support.

The data gathered by the survey will allow the Texas State Library to evaluate the general condition of library services in state institutions by providing baseline statistics for trend analysis. An analysis of these statistics against cited standards will provide indicators of need.

State institutions will be asked to submit applications. These institutions are administered by the Texas Department of Corrections, Texas Department of Mental Health-Mental Retardation, Texas Youth Council, the Texas Department of Health, the Commission for the Blind, and the State Board of Education.

4. Geographic Location.

The location of this project is the entire State of Texas.

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

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DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE-	PROJECT NO.
X I	
___ III	7.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
1,277,500	Carryover from previous FY	505,187	xxxxxxxxxxxx	xxxxxxxxxxx	505,187
	Current FY funds				
	Total Expenditures	505,187			505,187
	Carryover to next FY	505,187	xxxxxxxxxxxx	xxxxxxxxxxx	505,187

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.TSL

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,700

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	12,746	xxxxxxxxxxxx	xxxxxxxxxxx	12,746
Current FY funds				
Total Expenditures	12,746			12,746
Carryover to next FY	12,746	xxxxxxxxxxxx	xxxxxxxxxxx	12,746

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURLS.AMA

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Arlington Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
12,700

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	16,734	xxxxxxxxxxxx	xxxxxxxxxxx	16,734
Current FY funds				
Total Expenditures	16,734			16,734
Carryover to next FY	16,734	xxxxxxxxxxxx	xxxxxxxxxxx	16,734

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURLS.ARPL

ED Form Nos. 921-1, 921-2, and 915-1

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20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
14,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	31,069	xxxxxxxxxxxx	xxxxxxxxxxx	31,069
Current FY funds				
Total Expenditures	31,069			31,069
Carryover to next FY	31,069	xxxxxxxxxxxx	xxxxxxxxxxx	31,069

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.AUS

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Beaumont Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
10,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	9,654	xxxxxxxxxxxx	xxxxxxxxxxx	9,654
Current FY funds				
Total Expenditures	9,654			9,654
Carryover to next FY	9,654	xxxxxxxxxxxx	xxxxxxxxxxx	9,654

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Corpus Chrisit Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
300

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	20,196	xxxxxxxxxxxx	xxxxxxxxxxx	20,196
Current FY funds				
Total Expenditures	20,196		.	20,196
Carryover to next FY	20,196	xxxxxxxxxxxx	xxxxxxxxxxx	20,196

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.CCC

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Dallas Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
547,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	76,243	xxxxxxxxxxxx	xxxxxxxxxxx	76,243
Current FY funds				
Total Expenditures	76,243			76,243
Carryover to next FY	76,243	xxxxxxxxxxxx	xxxxxxxxxxx	76,243

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.DAL

ED Form Nos. 921-1, 921-2, and 915-1

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20 U.S.C. 351 *et seq.*, unless otherwise noted

Annual Program (Sec.3(17))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.7

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
El Paso Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
40,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	36,297	xxxxxxxxxxxx	xxxxxxxxxxx	36,297
Current FY funds				
Total Expenditures	36,297			36,297
Carryover to next FY	36,297	xxxxxxxxxxxx	xxxxxxxxxxx	36,297

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.ELP

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.8

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Fort Worth Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
4,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	32,443	xxxxxxxxxxxx	xxxxxxxxxxx	32,443
Current FY funds				
Total Expenditures	32,443			32,443
Carryover to next FY	32,443	xxxxxxxxxxxx	xxxxxxxxxxx	32,443

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.FWP

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	7.1.9
___ III	

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
64,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	12,538	xxxxxxxxxxxx	xxxxxxxxxxx	12,538
Current FY funds				
Total Expenditures	12,538			12,538
Carryover to next FY	12,538	xxxxxxxxxxxx	xxxxxxxxxxx	12,538

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.GAR

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.10

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
474,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	133,488	xxxxxxxxxxxx	xxxxxxxxxxx	133,488
Current FY funds				
Total Expenditures	133,488			133,488
Carryover to next FY	133,488	xxxxxxxxxxxx	xxxxxxxxxxx	133,488

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.HOU

BEST COPY AVAILABLE

OMB No. 1850-0528

ED Form Nos. 921-1, 921-2, and 915-1

Exp. Date 7/31/89

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20 U.S.C. 351 *et seq*., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.11

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Pasadena Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
28,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	9,337	xxxxxxxxxxxx	xxxxxxxxxxx	9,337
Current FY funds				
Total Expenditures	9,337			9,337
Carryover to next FY	9,337	xxxxxxxxxxxx	xxxxxxxxxxx	9,337

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.PAS

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	7.1.12

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
San Antonio Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
39,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	65,955	xxxxxxxxxxxx	xxxxxxxxxxx	65,955
Current FY funds				
Total Expenditures	65,955			65,955
Carryover to next FY	65,955	xxxxxxxxxxxx	xxxxxxxxxxx	65,955

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.SAN

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.13

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Waco McLennan County Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
17,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	8,149	xxxxxxxxxxxx	xxxxxxxxxxx	8,149
Current FY funds				
Total Expenditures	8,149			8,149
Carryover to next FY	8,149	xxxxxxxxxxxx	xxxxxxxxxxx	8,149

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.WACO

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.14

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Abilene Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
5,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	8,464	xxxxxxxxxxxx	xxxxxxxxxxx	8,464
Current FY funds				
Total Expenditures	8,464			8,464
Carryover to next FY	8,464	xxxxxxxxxxxx	xxxxxxxxxxx	8,464

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.ABI

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.15

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Ector County Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
400

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	8,506	xxxxxxxxxxxx	xxxxxxxxxxx	8,506
Current FY funds				
Total Expenditures	8,506			8,506
Carryover to next FY	8,506	xxxxxxxxxxxx	xxxxxxxxxxx	8,506

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.ECT

ED Form Nos. 921-1, 921-2, and 915-1

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FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.16

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Irving Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
15,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	9,396	xxxxxxxxxxxx	xxxxxxxxxxx	9,396
Current FY funds				
Total Expenditures	9,396			9,396
Carryover to next FY	9,396	xxxxxxxxxxxx	xxxxxxxxxxx	9,396

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.IRV

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	7.1.17

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Lubbock City-County Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity) Major Urban Resource Libraries	3. TARGET AREA TO BE SERVED BY PROJECT Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
5,400	Carryover from previous FY	13,972	xxxxxxxxxxxx	xxxxxxxxxxx	13,972
	Current FY funds				
	Total Expenditures	13,972			13,972
	Carryover to next FY	13,972	xxxxxxxxxxxx	xxxxxxxxxxx	13,972

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

MURL.LUB

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 7.1
MAJOR URBAN RESOURCE LIBRARIES

1. Objectives and Need For This Assistance.

   a. Objective

   To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally. (Goal 1, Objective 1.2, p. 15 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the inadequacy of Major Urban Resource Libraries' (MURLs) collections to meet the needs of individual users and libraries throughout the regional area in which each is located is contained in Chapter 4, p. 31 of the Long Range Plan for Statewide Library Development, 1988-90.)

2. Results or Benefits Expected.

   Compensation will be made to the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, use of reference services, and/or circulation of library materials.

3. Approach.

   In SFY 1988, participating MURLs will receive funds through a subcontract with the Texas State Library. MURLs may use the funds in a variety of ways, with the stipulation that the funds contribute to the provision of services to non-residents. In addition, MURLs may use a portion of the funds to audit the grant and to reimburse the MURL city for indirect costs incurred. Each MURL will indicate statistical targets for various services to non-residents during the grant period in its grant application, and will make quarterly reports as to their progress in reaching these targets.

   Participating MURLs will submit: (1) Quarterly Performance Reports indicating progress toward meeting statistical targets; (2) Quarterly Financial Status Reports and a final Financial Status Report indicating expenditures and encumbrances made with grant funds; (3) a Final Audit due 180 days following the close of the local fiscal year.

   Failure to submit any of the required reports shall constitute violation of the subgrant contract and may result in suspension of the subgrant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Public libraries in eighteen Texas cities meeting the population criteria for Major Urban Resource Libraries will be eligible to apply for funding. However, only seventeen of these cities meet the administrative criteria outlined in the Long Range Plan.

For additional information concerning the approach to be used to meet the objectives of Project 7.1, Major Urban Resource Libraries, see Appendix F, MURLs Grant Program Guidelines.

4. Geographic Location.

The geographic location of this project is the entire state. The project sites for SFY 1988 will be:

Abilene Public Library
Amarillo Public Library
Arlington Public Library
Austin Public Library
Beaumont Public Library
Corpus Christi Public Libraries
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Nicholson Memorial Library (Garland)
Houston Public Library
Irving Public Library
Lubbock City-County Library
Ector County Library (Odessa)
Pasadena Public Library
San Antonio Public Library
Waco-McLennan County Library

MAJOR URBAN RESOURCE LIBRARIES

ABSTRACTS OF SUBGRANT PROJECTS

Abilene Public Library

The Abilene Public Library will extend on-site use of the collection, use of in-person and telephone reference service, and use of the circulating collection free of charge to any resident in the surrounding 32 counties comprising the Big Country Library System. The collection will be strengthened by adding approximately 440 new volumes. An estimated 4,000 items will be charged to non-residents.

Amarillo Public Library

The Amarillo Public Library will extend to non-residents free use of its collection, free use of on-site, telephone and mail reference services, and free use of the circulating collection to those having Harrington Library Consortium cards. Approximately 500 volumes will be added to the genealogy and reference collections to better serve non-residents in the surrounding twenty-five county area. Over 5,000 uses of the collection will be recorded by non-residents.

Arlington Public Library

Approximately 600 research volumes will be added to subject area collections heavily used by students from colleges, and junior and senior high schools in nearby areas. Non-residents are expected to use 1,600 reference books and make 1,200 requests for reference assistance.

Austin Public Library

The Austin Public Library will estend on-site use of the collection and reference services without charge to any person. An estimated 19,720 telephone reference questions will be received from non-residents in the surrounding central Texas area. Through the addition of 500 titles, which would not otherwise be purchhased, the grant program will help strengthen the role of Austin Public Library as a major urban resource center.

Beaumont Public Library

The objective of this MURL Grant is to strengthen the reference, genealogical, and Texana collections by adding approximately 240 new volumes, and to allow on-site use of the collections by any person.

Corpus Christi Public Library

Corpus Christi offers free on-site use of the collection, programs, reference services, and free mail and telephone reference services. The purpose of this year's program is to develop a strong genealogical collection which will serve the needs of researchers throughout south Texas.

Dallas Public Library

MURL Grant funds will be used to increase resources in the humanities, social sciences, technology and business areas by adding approximately 4,200 new volumes, and to provide on-site use of the collections and on-site and telephone reference service at all Dallas Public Library facilities. It is expected that the library will host over 400,000 non-resident users.

El Paso Public Library

El Paso Public Library will allow any person on-site use of library material or reference service at any of its library facilities. Grant funds will be used to enhance the reference and periodical collections.

Fort Worth Public Library

Non-residents have unrestricted on-site use of the collection, receive reference and reader guidance, and may use reference services by mail. Fort Worth will use the grant to support and expand the genealogical and local history collections and services by purchasing about 1,625 new volumes. Over 6,000 non-residents are expected to use the facilities and ask over 20,000 reference questions.

Nicholson Memorial Library (Garland)

Grant funds will purchase materials to strengthen the existing collections at the three locations which comprise the system. Any person may use the collection and receive services on-site, and may apply for borrowing privileges. It is estimated that 600 non-residents will utilize the library's services and will check out 1,200 items.

Houston Public Library

Free on-site collection use, in-person and telephone reference service, and attendance at public programs are available to all. With the MURL funds Houston Public Library will purchase reference materials to support the reference collection of the central library and four regional branches, in the areas of business, genealogy, children's literature, Texas history, science, technology, social sciences and the humanities. An estimated 32,000 non-residents will use on-site services, and 36,000 will use telephone reference services.

Irving Public Library

Irving Public Library offers free on-site use of the collection and services, and free telephone reference. MURL funds will be used to expand the genealogy collection by adding 300 print and non-print items covering Texas and nine other states. Over 600 non-residents will spend 2,000 hours using the genealogy collection.

Lubbock Public Library

Lubbock City-County Library will extend free on-site use of library materials, on-site reference service, and circulation privileges to any person having a valid library card from any library in the 29 county region comprising the West Texas Library System. Funds will be used to enrich the book collection by adding approximately 975 reference and circulating volumes. An estimated 4,000 volumes will be circulated to non-residents.

Ector County Library (Odessa)

The MURL grant will support and enhance the work of the Southwest History and Genealogy Department in freely serving the people in the Permian Basin. The program will allow the library to fill gaps in the census microfilm collection, purchase the 1880 and 1910 soundex for Texas, and purchase additional census indexes and research volumes in genealogy and Southwest history. Over 300 non-residents are expected to use the collection and services.

Pasadena Public Library

Funds will be used to purchase 1,100 titles in several high demand areas such as technology and literature. By the end of the year 60,000 items will be used in-house and 68,000 volumes will be circulated to 50,000 non-residents.

San Antonio Public Library

Grant funds will be used to purchase 2,000 reels of genealogy material and periodicals on microfilm, 4 microfilm storage cabinets and two microfilm reader-printers to enhance the library's ability to provide on-site reference and telephone services and on-site use of the library's collection to non-residents free of charge.

Waco-McLennan County Library

The library will extend the privilege of on-site use of all materials, equipment, facilities, programs and services to all, without regard to residency. In addition, free telephone reference service will be provided. Grant funds will be used to purchase 200 volumes of reference materials which will improve the depth and currency of the library's collections.

FY 1988 MURLS GRANT ALLOCATION

MURL	Population	Percent of Population	Amount
Abilene	108,157	.0168	$ 8,464
Amarillo	162,863	.0252	12,746
Arlington	213,832	.0331	16,734
Austin	397,001	.0615	31,069
Beaumont	123,356	.0191	9,654
Corpus Christi	258,067	.0400	20,196
Dallas	974,234	.1509	76,243
El Paso	463,809	.0718	36,297
Fort Worth	414,562	.0642	32,443
Garland	160,208	.0248	12,538
Houston	1,705,697	.2642	133,488
Irving	120,057	.0186	9,396
Lubbock	178,529	.0277	13,972
Odessa	108,690	.0168	8,506
Pasadena	119,303	.0185	9,337
San Antonio	842,779	.1306	65,955
Waco	104,133	.0161	8,149
Totals	6,455,277	1.000	$ 505,187

MURL.A

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	9.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Regional Public Library Systems

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
3,143,423

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	1,882,116	xxxxxxxxxxxx	xxxxxxxxxxx	1,882,116
Current FY funds				
Total Expenditures	1,882,116			1,882,116
Carryover to next FY	1,891,693	xxxxxxxxxxxx	xxxxxxxxxxx	1,891,693

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

RG.PLS.9

ED Form Nos. 921-1, 921-2, and 915-1

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20 U.S.C. 351 *et seq.*, unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	9.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Corpus Christi Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - South Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,219,606

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	727,250	xxxxxxxxxxxx	xxxxxxxxxxx	727,250
Current FY funds				
Total Expenditures	727,250			727,250
Carryover to next FY	730,951	xxxxxxxxxxxx	xxxxxxxxxxx	730,951

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SO.STLS

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	9.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
El Paso Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Texas Trans-Pecos Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
519,943

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	410,942	xxxxxxxxxxxx	xxxxxxxxxxx	410,942
Current FY funds				
Total Expenditures	410,942			410,942
Carryover to next FY	413,033	xxxxxxxxxxxx	xxxxxxxxxxx	413,033

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SO.TTPLS

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 *et seq.*, unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	9.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
San Antonio Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - San Antonio Area Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,403,874

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	743,924	xxxxxxxxxxxx	xxxxxxxxxxx	743,924
Current FY funds				
Total Expenditures	743,924			743,924
Carryover to next FY	747,709	xxxxxxxxxxxx	xxxxxxxxxxx	747,709

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

SO.SAALS

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 9.1
SERVICES TO LIMITED ENGLISH-SPEAKING REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

    a. Objective

    See Project 2.1, Regional Public Library Systems.

2. Results or Benefits Expected.

    See Project 2.1, Regional Public Library Systems.

3. Approach.

    See Project 2.1, Regional Public Library Systems.

    For additional information, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

    San Antonio Area Library System
    (San Antonio Public Library)

    South Texas Library System
    (Corpus Christi Public Library)

    Texas Trans-Pecos Library System
    (El Paso Public Library)

SOUTH TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objectives of the **Administration** program are to develop a planning framework that encourages and documents the participation of members in developing the plan of service and to administer the program of service through the management of personnel, budget, and communications. Semiannual meetings of membership and the Advisory Council will afford members the opportunity to review progress towards the current plan of service and to develop future goals. A structured planning process will be used. Monthly statistics will be collected so that progress can be measured in meeting stated objectives. A newsletter, CURRENTS, will be distributed ten or more times each year.

The **Adult Literacy** program seeks to promote adult literacy through public libraries which are willing to provide tutoring space, build an appropriate print and non-print collection, provide a supportive environment, and collect relevant statistics. In SFY 1988, the system will log 13,200 student hours in literacy or ESL sessions. The Adult Literacy Committee will allocate funds among the participating libraries on September 21, 1987. Funds may be used for tutor training, printed materials, audio visual materials, display racks, and computer software. A brainstorming idea exchange session will be held for all participants and other interested persons in October. The Special Services Librarian will make field visits to each participating library during the first quarter of the fiscal year to assist in the development of an appropriate materials collection and to examine ways in which the particular target group can be reached.

The **Automation** program provides librarians with the opportunity to develop computer literacy skills and to explore appropriate automation for small and medium size libraries. Librarians will be exposed to computer machine mechanics and will be given "hands on" instruction in software applications. The Automation Committee will recommend the configuration of equipment within the $3,000 budget for each member library and county federated library system. If a library declines the equipment, the funds will revert to Collection Development where they will be allocated according to the Collection Development Formula.

The **Collection Development** program is designed to enrich and develop local library collections through the provision of printed materials, microforms, audio visual software and computer software for public use. Both audio visual hardware and public access microcomputers are eligible purchases under this program. Fast-fill will be increased from $4,000 to $6,00 plus $1,000 for document delivery. Each library will choose its own purchasing options. In SFY 1988, the system will acquire approximately 8,024 materials.

The **Consulting** program seeks to provide on-site and telephone consultation for a variety of technical and administrative problems encountered in libraries. A professional staff member will visit each member library at least once during the fiscal year and will be available at other times upon request. The Coordinator will visit each non-member library and unserved county at least once during the fiscal year. Particular emphasis will be placed on collection evaluations and collection development consulting. A collection of professional materials including books, journals, and video tapes will be developed and made available to member libraries.

The **Continuing Education** program provides opportunities for the continuing education of librarians through South Texas Library System sponsorship of workshops and seminars. The Continuing Education Committee will suggest suitable topics for workshops. At least ten contact hours of continuing education will be offered by the system annually. When feasible, a workshop will be presented in more than one location. Workshops to be offered in FY 1987 include, children's services, intellectual freedom, reference, publicity, and computer software applications.

The objective of the **Film Services** program is to provide access to a centralized 16mm film collection for the use of libraries in programming and for patrons' home use. The professional librarian will select 16mm films based on suggestions of the Media Committee. Approximately 25 films will be purchased and 18 feature films will be leased for a year. Periodic annotated catalogs of holdings will be distributed to member libraries. Printed materials and public service announcements will be produced highlighting this program. Approximately 335,000 persons will attend film showings in FY 1988.

The **Publicity** program publicizes the services, resources, and needs of public libraries. The system will contract with a public relations consultant to design, select, and or acquire high quality, low unit cost materials which will be distributed to members on a per capita basis.

The **Reference Back-up** program provides assistance in answering reference questions which cannot be answered in member libraries. Patrons will have an opportunity beyond the resources of their local library to receive an answer to a request for information. Reference Back-up will pay for telephone calls for referral of information requests. Staff will execute a search strategy using the collection of the Major Resource Center, written and telephone inquiries to individuals, agencies, institutions, and data base searches through Dialog and DataTimes.

The **Video Services** program makes available to libraries and individuals this popular media format. Thirty-six of the forty-three service outlets have purchased VCRs. Video cassettes will be selected by the Media/Technology Librarian based on suggestions from the Media Committee. The focus of the centralized collection will be non-theatrical titles which will be reserved through the computerized booking system. Packets of theatrical tapes will continue to rotate every two months among participating libraries.

TEXAS TRANS PECOS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objective of the **Administration** program is to administer the grant efficiently and according to the Rules and Regulations of the Library Systems Act. Internal record-keeping will continue along present lines. Three Advisory Council meetings will be held in various locations during the fiscal year. The system newsletter will be produced on a quarterly basis.

The **Collection Development** program strengthens print and non-print resources throughout the region. Limited local budgets cause the area libraries to depend on their collection development allocation. In addition, several libraries are relatively new and are still building their collections. In FY 1988, the system will purchase 15,172 materials under this program. Funds are allocated to the Major Resource Center on a flat basis while the remaining libraries receive their allocation based on formula. Member libraries may use a portion of their funds to purchase audio visual materials, microforms, non-book materials, and microcomputer hardware. Libraries may also qualify for an incentive grant. A library is eligible to receive an incentive grant if their local materials budget is increased by 10% or if they spend at least 25% of their local tax budget for library materials.

The **Consulting** program is designed to assist area librarians and board members. The coordinator and or the assistant coordinator will visit three libraries to provide assistance as requested.

The **Continuing Education** program provides training to area librarians. To fulfill this objective, three workshops will be held during the fiscal year. The Continuing Education Committee will continue to meet and recommend topics for consideration.

The objective of the **Film Services** program is to provide member libraries access to an adequate supply of 16mm films and filmstrips and the projectors to show them in their communities. The Library Assistant will provide technical assistance to system libraries by spot-booking films and preparing them for mailing.

The **Literacy** program provides instruction and materials to those persons meeting the adult literacy criteria. Each system member has the option to participate in the adult literacy program. It is anticipated that GED preparation will be the main course of instruction.

The objective of the **Publicity** program is to provide basic public relations materials to the libraries of the system. Through the program, member libraries obtain materials to improve and/or maintain public awareness of libraries. The Printing Operator will produce publicity items, such as posters, bookmarks, and flyers for the Major Resource Center and area libraries.

SAN ANTONIO AREA LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1988

The objective of the **Administration** program is to assure the planning, budgeting, and administration of grant funds in an efficient and cost effective manner. The program will include grant planning and administration, personnel management, general office operation, and production of the system newsletter. Professional staff will attend business and professional meetings and the Advisory Council will attend the Advisory Council conference and council meetings. The San Antonio Public Library catalog of microfiche will be provided to assist in their ordering, cataloging, and Interlibrary Loan request verification. Evaluative reports will be submitted as scheduled in the state contract. A bi-monthly newsletter, detailing system activities, and providing current news and professional information will be distributed. At least one membership meeting, two Advisory Council meetings, a series of geographic committee meetings, and a planning committee meeting will be held to plan future goals and evaluate current programs. Non-member library reports will be presented at the annual membership meeting.

The **Automation** program's goal is to increase the effectiveness of service offered by both the MRC and the small public libraries in the system by providing services which would otherwise not be available to them. The program will consist of two components. One will provide online searches in response to reference queries made by patrons at the Major Resource Center and for system library patrons through the System Office. Searches will be conducted by library staff and patrons. This service is not otherwise available to the general public in this system. The other program component is the purchase of five microcomputers for use in five system libraries. The microcomputers will be used for administrative functions. Libraries will demonstrate local commitment to the project by supplying the software and workstation furnishings. Competitive applications will be required from libraries wishing to qualify as recipients of the five microcomputers. The Automation Committee will score the applications according to established evaluative criteria.

The **Collection Development** program aims to strengthen the book collections of the system libraries by providing professional guidance and support in selecting titles and offering substantial discounts on cooperative book purchases. System libraries will purchase quality titles to meet local needs for general collections and for disadvantaged populations. Catalog cards and processing costs may be included. In FY 1988, general book orders will total $193,065, a 9% increase over FY 1987. These funds will be allocated according to an incentive formula adopted by the Advisory Council in 1983. Bibliographies will be provided by the Collection Development Consultant as needed to support the program. The San Antonio Public Library will continue to purchase the "Magazine Collection" on microfiche which will provide their patrons and system member library patrons with more rapid filling of request for periodical articles. Each library, except the Major Resource Center, will receive subscriptions to three library journals which will assist them in the selection of quality materials.

The goal of the Consulting program is to provide professional consultation and technical assistance in all areas of library administration to the libraries in the system service area. Regular consultation with the system libraries will be provided by on-site visits to each library by each consultant during the year. The coordinator will also be available for special consultations as requested, when particular problems arise, and when new directors are appointed. Consultation by telephone and by mail will be available continuously. Consulting activities to Real County, which has no library service, will continue. The Collection Development Consultant will evaluate the collections in the Kinney County Public Library and the Jourdanton Public Library. A collection of professional books, demonstration software, and brochures will be available for loan from the system office to provide system librarians with materials on library administration, programming, automation, and management.

The Continuing Education program supplies continuing education opportunities in order to train and inform system librarians of current information and technical skills that will assist them in providing more effective library service and administration. The program also provides sufficient hours of continuing education for county librarians to maintain certification. Continuing education opportunities in the form of three full day workshops and one series of mini-workshops will be presented. Topics and types of workshop were decided by system librarians through a questionnaire and by vote at geographic committee meetings.

The objective of the Film Services program is to make available 16mm films of high quality and varied subject matter to all library users in the system service area. In FY 1988, 550,000 persons will view 16mm films from the collection. Thirty-three libraries will participate in a film circuit, with packets of 16mm films provided on a rotating basis. The Media Consultant will select and purchase films for the circuit to replace those that have become worn or dated. A collection of in-house films of special interest, unsuitable for the circuit, will be available on a spot booking basis to system libraries. Purchases of films will continue in the area of Spanish language films, health and safety films, and social issue films. A mini-circuit of Christmas films will continue during that season for system libraries. Three 16mm film projectors will be purchased for the system member libraries.

The Limited English Speaking program will assist five libraries to service their Hispanic populations. The program will provide materials, facilities, and equipment for tutoring and reading in ESL training for communities with limited English speaking populations. Adult basic education materials in Plato format will be available in San Antonio Public Library branches which serve predominantly Hispanic communities to assist in developing their English and life coping skills. A Spanish language circuit will begin as a new component of the Limited English Speaking program. All system libraries may participate in the circuit if they desire. Packets of Spanish language materials will be provided on a rotating basis and will move every three months. The first six months of the fiscal year will be used to order books and prepare the circuit routes and publicity. The circuit is scheduled to begin March, 1988. The Collection Development Consultant will visit all libraries new to the program at least once during the year.

Six libraries will be assisted by the Literacy program to provide their facilities, materials, and support for the tutoring of adults who are functionally illiterate. Libraries may apply for literacy funding by annually submitting a proposal showing how the funds will be spent to support a literacy program in the library. Programs may support ABE or GED classes to be held in the library. The Collection Development Consultant will visit all libraries new to the program at least once during the year. A training seminar to assist libraries planning literacy of LESS programs will be held in the spring of 1988.

The Rotating, Deposit, and Extension Services program makes available 35mm filmstrips of high quality and of varied interest to all library users in the system service area. Interested system libraries will participate in the filmstrip circuit implemented in FY 1986. Each packet will consist of approximately nine titles and will rotate every month. The special interest in-house filmstrip collection will continue to be spot-booked. No additional filmstrips will be purchased due to financial constraints and a higher priority given to other non-print formats by system libraries. A filmstrip projector will be purchased for a new system member library.

The Services to the Elderly program assists system libraries to serve their elderly populations more adequately through a large print book circuit designed to supplement the locally funded collections. Since this is a new program, the first six months of the year will be used to order and process materials, prepare packets, plan routes and schedules, and prepare publicity. The circuit will initiate service in March, 1988.

The function of the Videocassette Services program is to make available videocassettes of high quality and of varied interest to all library users in the system service area. In SFY 1988, 138,500 persons will view videocassettes from the collections indicating an increasing demand for this format by patrons of system libraries. Interested system libraries will participate in a videocassette circuit implemented in FY 1985. The packets will rotate on a monthly basis. Additional videocassettes will be purchased to develop more packets; to serve libraries added to the circuit; and to expand the number of titles in each packet. The videocassette selection policy developed by a committee of system libraries in FY 1984 will be used by the Media Consultant when making selections. Updates to the videocassette circuit catalog will be provided to the system libraries by the Media Consultant.

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20 U.S.C. 351 *et seq.*, unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	9.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - State agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
343,607

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	233,962	xxxxxxxxxxxx	xxxxxxxxxxx	233,962
Current FY funds				
Total Expenditures	233,962			233,962
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

9.PL.DIS

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	9.2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Eagle Pass Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
28,366

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	13,545	xxxxxxxxxxxx	xxxxxxxxxxx	13,545
Current FY funds				
Total Expenditures	13,545			13,545
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

9.EAGPASS

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	9.2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
El Paso Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
City

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
243,081

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	86,419	xxxxxxxxxxxx	xxxxxxxxxxx	86,419
Current FY funds				
Total Expenditures	86,419			86,419
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

9.EL PASO

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

Exp. Date 7/31/89

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	9.2.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Harris County Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
6,248

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	58,748	xxxxxxxxxxxx	xxxxxxxxxxx	58,748
Current FY funds				
Total Expenditures	58,748			58,748
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

9.HARCTY

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	9.2.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
City

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
28,907

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	28,955	xxxxxxxxxxxx	xxxxxxxxxxx	28,955
Current FY funds				
Total Expenditures	28,955			28,955
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

9.HOUSTON

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	9.2.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
San Antonio Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
City

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
37,005

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	46,295	xxxxxxxxxxxx	xxxxxxxxxxx	46,295
Current FY funds				
Total Expenditures	46,295			46,295
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 9.2
SERVICES TO LIMITED ENGLISH-SPEAKING
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

1. Objectives and Need For This Assistance.

    a. Objective

    See Project 3.2, Public Library Services for Disadvantaged Populations.

2. Results or Benefits Expected.

    See Project 3.2, Public Library Services for Disadvantaged Populations.

3. Approach.

    See Project 3.2, Public Library Services for Disadvantaged Populations.

    For additional information, see Appendix D, Guidelines for Disadvantaged Grants.

4. Geographic Location.

    Eagle Pass Public Library

    El Paso Public Library

    Harris County Library (High Meadows Branch)

    Houston Public Library (Stanaker Branch)

    San Antonio Public Library (Pan American Branch)

ABSTRACTS OF SUBGRANT PROJECTS

Eagle Pass Public Library

PROJECT GOALS:

To make the library collection more relevant to the needs of the community.

To improve access to library materials for individuals for whom English is a second language.

To expand library services for individuals for whom English is a second language.

To increase community awareness of library services

SUMMARY OF OBJECTIVES AND ACTIVITIES:

The library will enlarge its collection of Spanish language materials by adding more books, building a core collection of Spanish and English informational and instructional videocassettes, and increasing the number of Spanish and English filmstrips and read-alongs (book plus audiocassette). The library will also sponsor bilingual programs on topics that are informational and educational. Library staff will publicize these new materials, services, and programs through local media (in both Spanish and English), and through posters and brochures in Spanish and English.

El Paso Public Library

PROJECT GOALS:

The goals of the project are: 1) to increase the use of branch libraries by populations for whom English is a second language and who do not normally use libraries and 2) to provide additional services at the branch libraries for this population to assist them in raising their English proficiency.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

1. A minimum of 180 community members for whom English is a second language will be enrolled in continuing education community college classes at three different branch libraries. Approximately 70% of those enrolled will complete the 16 week classes and show measurable gains on the Woodcock Assessment of Language Proficiency. Students will be pre- and post-tested.

2. A minimum of 48 of the community members for whom English is a second language and their primary and pre-primary school age children will be enrolled in parent-child literacy groups at 4 separate branch libraries. (Participants may include some of those in Objective #1). Approximately 70% of those enrolled will complete the whole cycle of parent-child groups and both parents and children will show measurable gains on the Woodcock Assessment of Language Proficiency. Group members will be pre- and post-tested.

3. A minimum of 40 community members for whom English is a second language will participate in self-paced computer instruction in English skill building on a weekly basis for 16 weeks. (Participants may include some of those in Objective #1).

4. A minimum of 60 adults who participate in the above programs will receive library cards for the first time and will be instructed in the use of the library.

5. Participation in special library programs for non-English speakers will show an increase of 25% in numbers participating.

Harris County Library

PROJECT GOALS:

The need to learn English is a family matter. As parents learn new skills in conversing and reading in English, it is necessary that their children improve their skills so they can succeed in school. The goal for this program is to use the public library as a setting for adults to learn English and while their children learn about books and reading. The program will also demonstrate to adults and children the value of families reading together.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

One objective of this program is to provide two English as a Second Language classes for a total of 50 adult students and to provide them with information about the library and its services and materials. A second objective is to introduce the children of these adult learners to the library at the same time the classes are held. A third objective is to demonstrate the importance and pleasure of families reading together. This will be done in a monthly intergenerational storytime that will involve interaction between parents and children. The last objective of this program is to begin to make library users of the students and their families by giving them library cards.

Houston Public Library

PROJECT GOALS:

To break the cycle of illiteracy by teaching Hispanic parents to read to their pre-school children.

To improve the pre-school Hispanic child's chances of being successful in school by improving his chances of learning to read.

To bring parents and children of the project to the library to become regular library users.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

Approximately 120 Hispanic parents, who have at least marginal reading skills in English or Spanish, will be worked with in groups of 20 for a period of two months per group. Children's books selected for their quality of writing and illustrations on different reading levels will be purchased in quantity. Titles will be available in English and Spanish. Parents will be helped in reading the books, shown the proper use of illustrations and how to get feedback from the child, scheduling reading time, and using imagery and body language. Parents will be taught the importance of reading to their children for future success in school. Some educational toys will also be employed.

San Antonio Public Library

PROJECT GOALS:

Pan American Branch Library services a low income and high unemployment Hispanic area. Some residents have G.E.D.'s but no access to institutions that offer career guidance and job finding skills and resources. The project will provide testing, resume writing, interview training, and job training information through workshops and library computer resources and material.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

1. To increase library usage by English as a Second Language persons by at least 280.
2. To provide vocational testing, instruction, direction, information about training and employment opportunities to at least 280 English as a Second Language persons.
3. To provide a 14 workshop series during the period September 1, 1987 to August 31, 1988. Each of the workshops shall consist of twelve (12) two hour sessions, at a minimum.

4. To train 280 students to use computer and software and library resources.
5. To give assignments to 280 students to use the library to meet personal vocational needs.
6. To invite 150 professionals to the workshop serires to talk with the group about their profession or career (9 to 12 per workshop group).
7. To increase the library career collection with at least 40 software programs.
8. To increase the library career collection with at least 200 new resources.

ED Form Nos. 921-1, 921-2, and 915-1

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20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	
	10.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)	3. TARGET AREA TO BE SERVED BY PROJECT
Services to the Elderly	Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
13,984	Carryover from previous FY	12,555	xxxxxxxxxxxx	xxxxxxxxxxx	12,555
	Current FY funds				
	Total Expenditures	12,555			12,555
	Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

ELDERLY

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	
	10.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project) Sherman Public Library - local library					
2. NAME OF PROJECT (Specify Primary LSCA Function or Activity) Public Library Services for Disadvantaged Populations			3. TARGET AREA TO BE SERVED BY PROJECT County		
4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
	Carryover from previous FY	12,555	xxxxxxxxxxxx	xxxxxxxxxxx	12,555
13,984	Current FY funds				
	Total Expenditures	12,555			12,555
	Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

ELD.SHERM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 10.1
SERVICES TO THE ELDERLY
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

1. Objectives and Need For This Assistance.

   a. Objective

      See Project 3.2, Public Library Services for Disadvantaged Populations.

2. Results or Benefits Expected.

   See Project 3.2, Public Library Services for Disadvantaged Populations.

3. Approach.

   See Project 3.2, Public Library Services for Disadvantaged Populations.

   For additional information, see Appendix D, Guidelines for Disadvantaged Grants.

4. Geographic Location.

   Sherman Public Library

SERVICES TO THE ELDERLY
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

ABSTRACT OF SUBGRANT PROJECT

Sherman Public Library

PROJECT GOALS:

1. To provide library services appropriate to the special needs of all the aged in Grayson County, including the homebound and those in nursing homes; and to do so in cooperation with other local agencies and groups concerned with the needs and problems of this segment of the population.

2. To utilize the potential of senior citizens as volunteers.

3. To fulfill the informational, education and recreational needs and interests, and to facilitate universal, life-long education for persons over 65.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

Those persons in nursing homes and participants at the Senior Citizen Center will have access to large print books and books on cassette without the necessity of coming to the library. The books and cassettes will rotate so that new titles will always be available. Materials will also be delivered to the homebound by volunteers from the community.

Two programs each month will be provided at each nursing home and at the Senior Citizen Center. These will include films, book talks, guest speakers, reminiscence programs, and programs suggested by the participants.

A professional reference collection of books and journals will be established at the library for nursing home and Senior Citizen Center staff, and for the interested public.

ED Form Nos. 921-1, 921-2, and 915-1

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20 U.S.C. 351 et seq., unless otherwise noted

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	12.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Regional Public Library Systems

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,126

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	133,590	xxxxxxxxxxxx	xxxxxxxxxxx	133,590
Current FY funds				
Total Expenditures	133,590			133,590
Carryover to next FY	129,816	xxxxxxxxxxxx	xxxxxxxxxxx	129,816

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

RPLS.12.1

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	12.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Abilene Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Big Country Library System Operation

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
90

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	28,573	xxxxxxxxxxxx	xxxxxxxxxxx	28,573
Current FY funds				
Total Expenditures	28,573			28,573
Carryover to next FY	28,758	xxxxxxxxxxxx	xxxxxxxxxxx	28,758

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

12.BCLS.SO

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	12.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Texas Panhandle Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
14

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	7,024	xxxxxxxxxxxx	xxxxxxxxxxx	7,024
Current FY funds				
Total Expenditures	7,024			7,024
Carryover to next FY	7,024	xxxxxxxxxxxx	xxxxxxxxxxx	7,024

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

12.TPLS.S

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	12.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Central Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
	Carryover from previous FY	22,727	xxxxxxxxxxxx	xxxxxxxxxxx	22,727
110	Current FY funds				
	Total Expenditures	22,727			22,727
	Carryover to next FY	19,357	xxxxxxxxxxxx	xxxxxxxxxxx	19,357

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

12.CTLS.S

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	12.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Fort Worth Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - North Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
22

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	28,887	xxxxxxxxxxxx	xxxxxxxxxxx	28,887
Current FY funds				
Total Expenditures	28,887			28,887
Carryover to next FY	28,887	xxxxxxxxxxxx	xxxxxxxxxxx	28,887

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

12.NTLS

ED Form Nos. 921-1, 921-2, and 915-1

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	12.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - Northeast Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
834	Carryover from previous FY	30,933	xxxxxxxxxxxx	xxxxxxxxxxx	30,933
	Current FY funds				
	Total Expenditures	30,933			30,933
	Carryover to next FY	31,634	xxxxxxxxxxxx	xxxxxxxxxxx	31,634

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

12.NETLS

ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	12.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Lubbock City-County Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
System Operation - West Texas Library System

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
56

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	15,446	xxxxxxxxxxxx	xxxxxxxxxxx	15,446
Current FY funds				
Total Expenditures	15,446			15,446
Carryover to next FY	14,156	xxxxxxxxxxxx	xxxxxxxxxxx	14,156

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

12.WTLS.S

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 12.1
LITERACY PROGRAMS
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

   See Project 2.1, Regional Public Library Systems.

2. Results or Benefits Expected.

   See Project 2.1, Regional Public Library Systems.

3. Approach.

   See Project 2.1, Regional Public Library Systems.

   For additional information, see Appendix B Guidelines for System Plans of Service.

4. Geographic Location.

   Big Country Library System
   (Abilene Public Library)

   Texas Panhandle Library System
   (Amarillo Public Library)

   Central Texas Library System
   (Austin Public Library)

   North Texas Library System
   (Fort Worth Public Library)

   Northeast Texas Library System
   (Nicholson Memorial Public Library)

   West Texas Library System
   (Lubbock City-County Public Library)

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FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	12.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - State agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
	Carryover from previous FY	123,926	xxxxxxxxxxxx	xxxxxxxxxxx	123,926
47,603	Current FY funds				
	Total Expenditures	123,926			123,926
	Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

12.DISSE

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ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

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20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	12.2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
City

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
2,007

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	44,695	xxxxxxxxxxxx	xxxxxxxxxxx	44,695
Current FY funds				
Total Expenditures	44,695			44,695
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

12.AUSTIN

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

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20 U.S.C. 351 *et seq.*, unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	12.2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Ector County Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
30,089

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	40,000	xxxxxxxxxxxx	xxxxxxxxxxx	40,000
Current FY funds				
Total Expenditures	40,000			40,000
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

12.ECTOR

ED Form Nos. 921-1, 921-2, and 915-1

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Exp. Date 7/31/89

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I __ III	12.2.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Liberty Municipal Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
11,068

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	18,200	xxxxxxxxxxxx	xxxxxxxxxxx	18,200
Current FY funds				
Total Expenditures	18,200			18,200
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

12.LIBER

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

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Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I	
___ III	12.2.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
San Marcos Public Library - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. TARGET AREA TO BE SERVED BY PROJECT
City

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
4,439

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	21,031	xxxxxxxxxxxx	xxxxxxxxxxx	21,031
Current FY funds				
Total Expenditures	21,031			21,031
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

12.SANMA

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 12.2
LITERACY PROGRAMS
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

1. Objectives and Need For This Assistance.

   a. Objective

      See Project 3.2, Public Library Services for Disadvantaged Populations.

2. Results or Benefits Expected.

   See Project 3.2, Public Library Services for Disadvantaged Populations.

3. Approach.

   See Project 3.2, Public Library Services for Disadvantaged Populations.

   For additional information, see Appendix D, Guidelines for Disadvantaged Grants.

4. Geographic Location.

   Austin Public Library (Govalle Branch)

   Ector County Library

   Liberty Municipal Library

   San Marcos Public Library

LITERACY PROGRAMS
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

ABSTRACTS OF SUBGRANT PROJECTS

Austin Public Library

PROJECT GOALS:

1. To create a Govalle Literacy Center in the Govalle Branch Library.
2. To increase the patronage of the Govalle Branch Library by recruiting literacy tutors from among East Austin residents.
3. To increase the patronage of the Govalle Branch Library by involving non-reading and undereducated Govalle neighborhood adults in literacy tutoring.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

A Govalle Literacy Center will be established and staffed by a Literacy Specialist who will implement the neighborhood literacy program. Tutor training will take place at the Library Literacy Center and all library staff will be trained in various facets of literacy programming. The literacy collection at the library will be expanded, and a small microcomputer laboratory established for students to practice newly-acquired sills through interactive courseware. Recruitment and tutoring will be coordinated through the Library Literacy Center, and students' "positive reading behaviors" will be encouraged through several incentives. Networking through other community agencies and organizations for publicity and recruitment of tutors and students will be an integral part of this project.

Ector County Library

PROJECT GOALS:

Perhaps more than any other group, poorly educated people need the kinds of free self-help materials public libraries offer. Yet, ironically, their lack of education often prevents them from taking advantage of the library. Through this project, the Ector County Library wants to reach out to these people, to draw them into the library, to demonstrate to them how much help they can find there, to teach them the skills they need to be able to use the library, and to give them positive experiences so they will feel comfortable returning.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

Under this project, Ector County Library will join forces with the West Texas Adult Literacy Council to provide free literacy training for adults with poor reading skills, counseling to acquaint poorly educated adults with local resources that can help them, and training in a number of basic life skills commonly needed by adults with less than a 12th grade education. Specifically, the project will draw at least 200 adults with less than a 12th grade education into the library, develop and conduct in Spanish and English a series of six workshops in essential daily living skills, induct at least 150 adults into basic literacy tutoring, and recruit at least 150 volunteers for the literacy program and workshops. Project staff and volunteers will achieve these objectives by designing the program to complement existing local services; by reaching the community to be served through their leaders, clubs, churches, other organizations, and the mass media; and by providing a high quality program so that all participants will benefit.

Liberty Municipal Library

PROJECT GOALS:

Liberty Municipal Library will attract adults with less than a 12th grade education in its service area into the library, thereby enriching their personal lives through the informational and entertaining materials available therein. These adults and their families will become comfortable with the library's environment and services, taking advantage of all the library has to offer on a regular, recurring basis.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

Liberty Municipal Library will provide interesting, educational, and recreational activities and programs to the members of the community (and their families) to bring them into the library. These include a wide variety of activities that are of special interest to the target group. This will be widely publicized. The Adult Literacy Program will be expanded to accommodate adults who are interested in obtaining their G.E.D. Children's activities will be increased to provide activities for the children of these adults both in the library and in outreach centers.

San Marcos Public Library

PROJECT GOALS:

1. To implement a Lifelong Learning Project which will encourage adults with less than a twelfth grade education to become regular users of the library by offering them a meaningful program of services and materials designed to help them lead fuller, more productive lives.

2. To train tutors to provide effective adult basic education and GED tutoring to adults with less than a twelfth grade education.

3. To publicize the services and resources available through the project for adults with less than a twelfth grade education.

SUMMARY OF OBJECTIVES AND ACTIVITIES:

A part-time employee will be employed to serve as Coordinator for the Lifelong Learning Project. The Coordinator will recruit and train tutors for the adult education tutoring program; recruit students from the target population for the tutoring program; match students and tutors for compatibility; conduct a series of life skills workshops for adults in our target population; and develop an aggressive publicity program to promote use of the library by members of the target group.

In addition, members of the library staff will develop and organize a collection of library materials designed to meet the special informational, educational, and recreational needs of adults with less than a twelfth grade education.

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
X I ___ III	13.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Administrative Expenses for LSCA

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
15,989,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	39,532	xxxxxxxxxxxx	xxxxxxxxxxx	39,532
Current FY funds				
Total Expenditures	39,532	255,389		294,921
Carryover to next FY	35,452	xxxxxxxxxxxx	xxxxxxxxxxx	35,452

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 13.1
ADMINISTRATION
ADMINISTRATIVE EXPENSES FOR LSCA

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide financial and program accountability through the administration of state and federal funds. (Goal 1, Objective 1.4, pp. 16-18 of the Long Range Plan for Statewide Library Development, 1988-90.)

   To collect and publish statistics from Texas public, special, and academic libraries. (Goal 4, Objective 4.3, pp. 21-22 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 38-39, and 50-51 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

The end products for this project are detailed on pp. 16-18 and pp. 21-22 of the Long Range Plan for Statewide Library Development, 1988-90. The following publications and reports will be produced as a result of the project:

LSCA Basic State Plan
LSCA Long Range Plan for Statewide Library Development
LSCA Annual Program
LSCA Annual Report
Statewide Library Development: Biennial Budget
Legislative Budget Board Performance and Expenditure Report:
Six-Month and Annual
Statewide Library Development: Annual and Biennial Report
Subgrantee Audit Manual
Rules and Regulations for the State Library System
Guidelines for Regional Systems' Annual Program and Budget
Guidelines for Application and Reporting of Title III, Establishment,
Incentive, and Other Subgrants
Academic Library Statistics
Texas Public Library Statistics: An Analysis
Texas Public Library Statistics
Directory of Special Libraries and Information Centers in Texas
Institutional Libraries Statistics
Other special projects and reports as needed

3. Approach.

The approach for each required administrative task is specified in the applicable objectives section of the Long Range Plan for Statewide Library Development, 1988-90. The tasks will be carried out by a Division Director, a Manager, a Grants Coordinator, a Grants Administrator, a Statistician, an Office Manager, a Statistics Assistant, two Administrative Assistants, the Administrative Division, the Data Processing Department, and the Assistant State Librarian.

The completion dates for each required administrative task are specified in the Long Range Plan for Statewide Library Development, 1988-90. (See pp. 16-18; 21-22.)

The success of the project will be based on a comparison of actual completion dates for each task with the date targeted in the Long Range Plan for Statewide Library Development, 1988-90.

4. Geographic Location.

Texas State Library, Austin.

PART IV, PROGRAM NARRATIVE
TITLE II - PROJECT 1
PUBLIC LIBRARY CONSTRUCTION

1. Objectives and Need For This Assistance.

   a. Objective

   To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II grants, if these funds become available (Goal 1, Objective 1.3, p. 16 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 32-38 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

   Grants will be awarded to subgrantees for the construction of public library facilities.

3. Approach

   For information concerning the approach to be used to meet the objectives of this project see Appendix G, Guidelines for FY 1988 Title II LSCA Construction Program.

4. Geographic Location

   State of Texas

FY 1988 TITLE II PROJECTS

(1987 CARRYOVER FUNDS)

Library	Type of Project	Square Feet Added	Local Funds	Title II Grant	Total Project Cost
Atlanta	Conversion	8,320	$ 450,000	$ 100,000	$ 550,000
West	New	5,000	100,000	100,000	200,000
Decatur	New	10,000	720,000	200,000	920,000
Mansfield	Conversion	8,030	375,000	200,000	575,000
Whitehouse	New	5,000	75,000	75,000	150,000
Harris	Add. to Branch	2,100	114,655	100,000	214,655
Bastrop	New	6,000	232,614	100,000	332,614
Copperas Cove	Addition	6,650	160,000	100,000	260,000
Plano	New Branch	20,000	3,050,000	100,000	3,150,000
Taylor	Addition	3,400	145,000	100,000	245,000
Totals		74,500	$5,422,269	$1,175,000	$6,597,269

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project;
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity) Demonstrations of Interlibrary Cooperation	3. TARGET AREA TO BE SERVED BY PROJECT Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT	5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
___	Carryover from previous FY	0	xxxxxxxxxxxx	xxxxxxxxxxx	0
	Current FY funds				
	Total Expenditures	0			0
	Carryover to next FY	235,712	xxxxxxxxxxxx	xxxxxxxxxxx	235,712

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 1.1
PLANNING FOR COOPERATIVE LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

1. Objectives and Need For This Assistance.

a. Objective

To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, p. 19 of the Long Range Plan for Statewide Library Development, 1988-90.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 43-44 of the Long Range Plan for Statewide Library Development, 1988-90.

2. Results or Benefits Expected.

LSCA Title III grants will be awarded to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

3. Approach.

The objectives for this project will be accomplished through contracts with public libraries, academic libraries, school libraries, technical information and research libraries; or systems or consortia of such libraries. Guidelines and grant application forms are prepared by the Texas State Library and are distributed upon request. Libraries are notified of the grant program through an announcement in the Library Developments newsletter and through selected direct mailings.

Dissemination of information regarding subgrant projects is accomplished through the publication of project abstracts in the Library Developments newsletter. Photocopies of project applications and proposals as well as evaluation reports are made available upon request. Studies and final project reports are submitted by the Texas State Library to U.S. Department of Education. Additional copies of special reports are cataloged and circulated from the Texas State Library's Library Science Collection to ensure easy availability and the widest dissemination possible.

Proposals will be evaluated by the LSCA Advisory Council and will be reviewed by the State Library staff. Final recommendations regarding funding will be presented to the State Library and Archives Commission for review and approval.

Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) five expenditure reports of grant disbursement and/or encumbrances; and (3) one final audit of grant funds.

Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

The project is administered by local agencies under contract with The Texas State Library. State Library personnel involved in the project are the Assistant State Librarian, the Director of Library Development Division, the Manager of the Systems Development Department, Grants Coordinator, the Grants Administrator, the Statistician, and the Office Supervisor.

Members of the LSCA Advisory Council will participate in the review of grant applications; no Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Demonstrations of Interlibrary Cooperation, see Appendix H, Interlibrary Cooperation Grant Application Guidelines.

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FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Demonstrations of Interlibrary Cooperation

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
3,208,400

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	473,652	xxxxxxxxxxxx	xxxxxxxxxxx	473,652
Current FY funds				
Total Expenditures	473,652			473,652
Carryover to next FY	235,713	xxxxxxxxxxxx	xxxxxxxxxxx	235,713

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	2.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Junior College - institution

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Harrington Library Consortium Multiple CD-Rom Databases as Network Utilities

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
370,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	117,434	xxxxxxxxxxxx	xxxxxxxxxxx	117,434
Current FY funds				
Total Expenditures	117,434			117,434
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	2.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Association for Higher Education of North Texas - organization

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Optical Disk Union Catalog Pilot Project

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,641,400

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	128,934	xxxxxxxxxxxx	xxxxxxxxxxx	128,934
Current FY funds				
Total Expenditures	128,934			128,934
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	2.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Brazoria County Library System - local library

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
BRAZNET Library Consortium Union Catalog

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
197,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	119,775	xxxxxxxxxxxx	xxxxxxxxxxx	119,775
Current FY funds				
Total Expenditures	119,775			119,775
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

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ED Form Nos. 921-1, 921-2, and 915-1

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State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I X III	2.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Area Library Consortium - organization

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Harlic Union List of Serials

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
1,000,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	107,509	xxxxxxxxxxxx	xxxxxxxxxxx	107,509
Current FY funds				
Total Expenditures	107,509			107,509
Carryover to next FY		xxxxxxxxxxxx	xxxxxxxxxxx	

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 2.1
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

1. Objectives and Need For This Assistance.

See Project 1.1, Demonstrations of Interlibrary Cooperation

2. Results or Benefits Expected.

See Project 1.1, Demonstrations of Interlibrary Cooperation

3. Approach.

See Project 1.1, Demonstrations of Interlibrary Cooperation

For additional information concerning the approach to be used to meet the objectives of Title III - Project 2.1, see Appendix H, LSCA Title III Interlibrary Cooperation Grant Application Guidelines.

4. Geographic Location.

The geographic location of this project is the entire state.

ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

ABSTRACTS OF SUBGRANT PROJECTS

AMARILLO JUNIOR COLLEGE

Project Title: Harrington Library Consortium Multiple CD-ROM Databases as Network Utilities.
Project Funding: $117,434

This pilot project will add hardware, custom programming, and CD-ROM databases to the Harrington Library Consortium's automated network. The optical disk databases are: Books in Print Plus, Reader's Guide to Periodical Literature, and Grolier Encyclopedia. Access by patrons and staff from any of the 19 public, school, college, and university libraries conprising the consortium will be through existing terminals.

ASSOCIATION FOR HIGHER EDUCATION OF NORTH TEXAS (AHE)

Project Title: Optical Disk Union Catalog Pilot Project
Project Funding: $128,934

Using existing machine readable records, the project will merge the records of five AHE libraries to produce a union catalog on optical disk containing an estimated 1,000,000 records. Copies of the catalog will be placed at each of the project libraries and at two special locations, and will be made available to others. Access will be through standardized workstations purchased by AHE for project participants. Project evaluation will analyze the technical process, workstation equipment, database, patron response, adequacy of resource sharing services, and value of the catalog as a bibliographic resource and collection development tool.

BRAZORIA COUNTY LIBRARY SYSTEM

Project Title: BRAZNET Library Consortium Union Catalog
Project Funding: $119,775

The combined library resources of Brazoria County are substantial but diffused, with no single large resource library in the area to serve the public. To help correct this limitation, the project will convert the bibliographic holdings of 16 school and public libraries to machine readable form and create a union catalog on optical disk that will facilitate access, resource sharing, and collection development planning within the region.

HOUSTON AREA RESEARCH LIBRARY CONSORTIUM (HARLiC)

Project Title: HARLiC Union List of Serials
Project Funding: $107,509

The project will enter serial holdings data from six members of HARLiC to form a HARLiC Union List of Serials and add that list to the Texas Statewide Union List of Serials. Approximately 50,749 titles will be entered through a third party contract with AMIGOS Bibliographic Council. Creation of a HARLiC Unon List will provide coverage of the Houston area and enhance the value of the statewide list as a resource for Texas and the nation.

ED Form Nos. 921-1, 921-2, and 915-1 OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Interlibrary Loan and Reference Referral Network

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
150,750

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	577,479	xxxxxxxxxxxx	xxxxxxxxxxx	577,479
Current FY funds				
Total Expenditures	577,479			577,479
Carryover to next FY	579,706	xxxxxxxxxxxx	xxxxxxxxxxx	579,706

6. Give a short description of the project, and how the project relates to the Long-range Program.
(Secs. 103(b) or 303(c))

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 2.2
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
INTERLIBRARY LOAN AND REFERENCE REFERRAL NETWORK

1. Objectives and Need For This Assistance.

   See Title I - Project 2.2, Interlibrary Loan and Reference Referral Network.

2. Results or Benefits Expected.

   See Title I - Project 2.2.

3. Approach.

   See Title I - Project 2.2.

4. Geographic Location.

   The location for this project is the entire state.

ED Form Nos. 921-1, 921-2, and 915-1

OMB No. 1850-0528

Exp. Date 7/31/89

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-1430

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

Annual Program (Sec.3(13))

State TEXAS

FY 1988

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

TITLE	PROJECT NO.
___ I	
X III	2.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

2. NAME OF PROJECT (Specify Primary LSCA Function or Activity)
Texas Union List of Serials

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS SERVED BY PROJECT
15,989,000

5. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	27,500	xxxxxxxxxxxx	xxxxxxxxxxx	27,500
Current FY funds				
Total Expenditures	27,500			27,500
Carryover to next FY	27,500	xxxxxxxxxxxx	xxxxxxxxxxx	27,500

6. Give a short description of the project, and how the project relates to the Long-range Program. (Secs. 103(b) or 303(c))

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 2.3
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
TEXAS UNION LIST OF SERIALS

1. Objectives and Need For This Assistance.

   a. Objective

   To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, pp. 18-19 of the Long Range Plan for Statewide Library Development, 1988-90.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp.41-42 of the Long Range Plan for Statewide Library Development 1988-90.

2. Results or Benefits Expected.

   The Union List of Serials will contain 310,000 locations of material in Texas libraries.

3. Approach.

   The union list is an online, OCLC-based list of serial holdings of many Texas libraries. It is often referred to as UTXL because that is its symbol on OCLC. As of Summer, 1986, there were 77 participating libraries; 50 are academic, 10 are public, and 17 are special libraries. These libraries have created a database of about 61,000 titles and 280,000 locations.

   The union list can be searched in two ways. Libraries which are on OCLC may search online. Other libraries can use the microfiche copy of the list that is produced annually. The list has proven to be very valuable in a number of ways:

   (a) libraries seeking to borrow materials on interlibrary loan can use the holdings-specific information to get faster replies;

   (b) lending libraries find they receive fewer requests for materials that they do not own; this can decrease their workload and increase their fill rate;

   (c) libraries can have custom-design microfiche or paper copies of their holdings produced; these can be valuable as in-house tools for both public services and technical services;

(d) the creation of a local union list on the OCLC system is often a starting point for local library consortia; a library can enter its holdings into a local union list and the statewide list at the same time;

(e) in a local consortium, a union list is a valuable asset in enabling participants to operate reciprocal access and coordinated collection development programs;

(f) both OCLC and non-OCLC libraries can participate.

Additional benefits of UTXL membership include the payment of each library's union list membership fee by the State Library and one copy of the microfiche list at no charge. While there are many benefits to union list participation, there are only a few obligations. The library must:

(1) exchange materials on interlibrary loan with other UTXL participants without charge (except that academic and special libraries may have reciprocal charging agreements);

(2) intend to follow the general guidelines of the UTXL Advisory Committee, plan to update its records annually, notify the State Library in advance of its intention to delete its holdings, and pay the modest cost of deprofiling.

In addition to serving as the coordinating agent, the State Library provides financial assistance to libraries to add their holdings to the union list. There are three funding possibilities:

1. Individual libraries can receive "incentive funding" to pay the AMIGOS/OCLC costs of creating the necessary local data records; depending on the demand for these monies, libraries can request these funds at any time;

2. Groups of libraries can receive LSCA Title III funds to create a local or regional union list; the holdings would be entered in both the statewide and the local lists concurrently. This grant could include the costs of staffing and equipment needed to input the serials holdings as well as the OCLC costs. A formal, competitive grant application would have to completed by April 1.

3. Individual libraries which have significant collections of serials could also apply for the Title III grant to add their holdings. The application deadline is also April 1.

TIMETABLE

Spring 1987: Distribute the 987 edition of the microfiche to UTXL members and sell it to nonmembers.
Solicit and award incentive grants.

Spring, 1988: Submit order for 1988 edition of the fiche list.

July 1988: OCLC will produce the off-line products.

August 1988: OCLC will deliver off-line products.

4. Geographic Location.

The geographic location for this project is the entire state.

APPENDICES

Library Services and Construction Act

Title I

Establishment Grant Application Guidelines

Library Development Division
Texas State Library
January 1988

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- Appendix C Application for Assistance, Parts I, II, III, IV, V
- Appendix D HEW 441
- Appendix E County Librarian's Certificate
- Appendix F An Example of Assignment of Costs to Expense Categories
- Appendix G Indirect Cost Computation Table

I. Establishment Grant Application Guidelines - Introduction

Goal

The basic goal of the Establishment Grant program is to aid in the establishment of a public library that will qualify as a member of the Texas State Library System, in a previously unserved county.

Definition

Unserved Counties are defined as:

Counties with no existing library service, or

Counties served by public libraries that have not expended local city and/or county tax support for a period of three years.

Grant Amount

Establishment Grant recipients will receive a dollar-for-dollar match of funds appropriated for the library from local tax sources, or $20,000; whichever is greater.

Period of Grant

Qualifying libraries may receive Establishment Grants for up to three (3) years subject to annual reapplication by the county and approval by the Texas State Library.

II. Criteria for Eligibility

Introduction

The newly established library must satisfy the criteria outlined in this grant application packet as well as the "criteria for system membership" contained in the Texas Library Systems Act and Rules for Administering the Library Systems Act, 1988.

Definition

Standards or criteria for system membership must be met before a library may be accredited and eligible for an Establishment Grant. A newly established library may be deficient in two of the Rule 1.81, Criteria for System Membership, at the time of the grant award. These criteria are listed in Appendix A of these guidelines.

Criteria

The following requirements must be satisfied without exception:

- The newly established library must provide free library service to county residents. (Rule 1.72)

Criteria for Eligibility, continued

Criteria, continued

- The proposed new library must be legally established as a department of a city or county government by charter, resolution, or ordinance; or by contract as provided for in the Interlocal Cooperation Act, Article 4413 (32c), V.A.C.S.; or as a non-profit corporation chartered by the Secretary of State for the purpose of providing free library service (Rule 1.73). An incorporated public library must contract with the county to receive financial support as described in Section VII, page 5.

- The library must have minimum local expenditures or a current local operating budget as outlined in Rules 1.74, 1.81, and 1.82 of the Texas Library Systems Act and Rules for Administering the Library Systems Act.

- The county librarian of the newly established library must satisfy the requirements necessary to receive a County Librarian's Certificate. (Rule 1.78)

- The library must have a telephone with a listed number. (Rule 1.83)

- The county must agree to appropriate and expend county funds in cash or in-kind to support the newly established library during the local fiscal year in which the grant is received, and in accordance with the funding formula discussed in the following sections. It is important to note that the grant year is September 1 to August 31. For the purposes of a first year grant application, the local appropriations will be determined by the information provided on the Annual Report form submitted with the application. For second and third year applications, this information must be provided in the narrative section of the application.

First Year Grant

- In the local fiscal year in which the first grant is received, the county must appropriate and expend $ .75 per capita or $2,500, whichever is greater.

Second Year Grant

- In the local fiscal year in which the second grant is received, the county must appropriate and expend $1.00 per capita or $2,500, whichever is greater.

Third Year Grant

- In the local fiscal year in which the third grant is received, the county must appropriate and expend $1.20 per capita or $2,500, whichever is greater.

Population Served

For purposes of determining the required county financial contribution, all persons residing in the county must be counted.

Criteria for Eligibility, continued

Population Served, continued	County population will be based on the most recent decennial census or official population estimate of the U.S. Department of Commerce, Bureau of the Census, if available.
Verification	An Establishment Grant will not be awarded until the Texas State Library receives written verification, in the form of an approved budget, that the required amount of funds for the first year ($ .75 per capita or $2,500) has been appropriated by the county.

III. Applicants Not Qualified For Establishment Grants

Introduction	Establishment Grants will not be awarded to applicants who are unable to meet the criteria for system membership or county financial support.
Funding Requirements	County financial support for the establishment of the new library must be appropriated and expended in accordance with the funding formula described in Section II., page 2.
Library Services Currently Available	If local library service is currently available to county residents and has been supported by local city and/or county taxes anytime within the three years prior to application for an Establishment Grant, the applicant is not eligible for the Establishment Grant. This prohibition does not apply to libraries applying for second and third year Establishment Grants, or to libraries having unsuccessfully applied for a first year Establishment Grant.
Cannot Qualify for System Membership	If the newly established library is not able to qualify for system membership, the grant will not be awarded. A library deficient in up to two Rule 1.81 criteria may be provisionally accredited as a system member. However, the library may not be provisionally accredited for more than three years after the library has been designated as a system member. (Rule 1.93)
Minimum Budget	A library must have minimum local expenditures of $5,000 or a current operating budget of $5,000. (Rule 1.74 and 1.82) However, the library's budget should be based on system membership criteria for per capita support (Rule 1.81) and the county funding formula ($. 75 per capita or $2,500).

IV. Grant Selection Criteria

Introduction	Establishment Grants are awarded on a competitive basis. A number of factors will be considered, including, but not necessarily limited to, the selection criteria outlined below.
Selection Criteria	• County financial support and system membership. • Qualifications of personnel responsible for managing the grant. • Prospects for continued county financial support. • Quality of the application and project planning.
Comment	The Texas State Library reserves the right, based on an assessment of the above criteria, to decline to award available grant funds to eligible libraries submitting grant applications even if the available funds for this program ultimately go unawarded.

V. Consulting Assistance and Intent to Apply

Introduction	Consulting assistance is available during the grant application period from the system coordinator in your region and from Establishment Grant Project Manager, Pat Smith at 512/463-5534 at the Texas State Library. On-site visits are possible and you are strongly encouraged to consult with the Project Manager during the time you are preparing your grant application to identify and resolve problems early in the process and increase the chances of having your grant approved. A Request for Consultation form is included as Appendix B of these guidelines.
Request for Consultation	The Request for Consultation (Appendix B) must be signed by the County Judge. This request confirms the intent to apply and the intent of the county to provide sufficient county funds to satisfy grant requirements.
Due Date	Request for Consultation is due at the Texas State Library on or before April 1. Other required documents are to be submitted by June 1.

VI. Application Procedures

Introduction	Applications will be mailed to requesting libraries by January 1. All applicants intending to apply for an Establishment Grant should return the Request for Consultation on or before April 1.

Application Procedures, continued

Introduction, continued

Completed applications are due at the State Library on or before June 1; notification of grant awards will be made by August 1.

Inadequate Application: Procedures

If an Application for Assistance is judged inadequate, the application will not be approved and will be returned with deficiencies noted.

Applicants who are not approved will have an additional 30 days to remedy the deficiencies identified by the State Library, provided that grant funds are still available.

Reapplication

Applicants who fail to receive a grant may reapply in the following year. Reapplications for initial funding will be subject to the requirements and judged by the criteria pertaining to the first year of a possible three year grant.

Local Tax Support Criteria

If the reapplication was made in the year following the initial application, local tax support received during the period of the original grant application would not disqualify the applicant from reconsideration as indicated in Section III, "Applicants Not Qualified for Establishment Grants."

Project Schedule

A contract will be mailed for approval by the county by August 15. Applicants who were not initially approved by August 1, but are subsequently accepted, will receive their contracts somewhat later. Projects will run concurrently with the state fiscal year, September 1 through August 31.

Detailed Timetable

For more information regarding the project's timetable, Section X. of these guidelines contains a detailed schedule.

VII. Grant Application Documents

Introduction

A newly established library must submit the documents described in the following section by June 1.

Documents

- Legal establishment document as a city, county, inter-local cooperative, orincorporated library.
- Contracts with the county, city, or school district, if applicable. (see p. 6)

Grant Application Documents, continued

Documents, continued

- Application for Assistance (Appendix C)
  1. Standard 424 Form (cover sheet)
  2. Project Approval Information
  3. General Budget Data
  4. Standard Assurances
- HEW-441 Form (Appendix D)
- Application for County Librarian's Certification (Appendix E)
- Annual Report/System Membership Application

Required Contracts

If the library is established as a	Then You Must Submit...
city library	a contract between the city and county
county library receiving municipal funding	a contract between the county and city (cities)
inter-local cooperative library	contract(s) establishing the inter-local cooperative.
non-profit library receiving county, municipal, or school district funding	contracts between the non-profit library, county, city (cities, or school district(s).

VIII. Second or Third Year Funding

Introduction Libraries successfully meeting the requirements of the Establishment Grant may apply for a second or third year grant.

Grant Amount Second or third year funding will be awarded on the same basis as first year funding (see Section I, page 2).

Second or Third Year Funding, continued

Reapplication Process: Second or Third Year Grants

The reapplication process includes the following:

- Request for Consultation is due at the State Library by April 1.
- Completion of the Application for Assistance, Standard Form 424, signifies the formal reapplication for a second or third year grant award and is due at the State Library by June 1.

Reapplication Process: Second or Third Year Grants

- An itemized budget must be submitted which identifies anticipated expenditures of LSCA, county, and other local funds. The projected expenditure of county funds must reflect the increased funding level of $1.00 per capita for second year funding and $1.20 per capita for third year funding.
- An updated job description of project personnel. The head librarian must continue to have a current County Librarian's Certificate. If a new person assumes the responsibilities of head librarian after initial approval of the grant award, he or she must either have, or apply for and satisfy the requirements necessary to receive a County Librarian's Certificate.

Criteria

To qualify for second and third year funding, the library must also continue to satisfy:

A. system membership criteria
B. county funding formula
C. verification of expenditures

County Funding

To qualify for the second or third year Establishment Grants, counties must continue to appropriate and expend county funds in cash or in-kind contributions in support of the library.

Second Year

The County must appropriate and expend during the second year of the Establishment Grant, $1.00 per capita or $2,500 whichever is greater.

Third Year

In the third year, the County must appropriate $1.20 per capita or $2,500, whichever is greater.

Verification of County Expenditures

Second and third year Establishment Grant funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level.

- $ .75 per capita during the first year.
- $1.00 per capita during the second year.

Second or Third Year Funding, continued

Annual Report

The Annual Report, which is due on March 1, will be used to verify the level of expenditures of county funds for the preceding year.

Audit of Public Library Annual Report

Accuracy of the Annual Report will be subject to subsequent independent audit verification of local library expenditures. Grant recipients should keep careful accounting records of all local expenditures.

If local expenditure levels for the preceding year fall below the required level, the current year grant will be terminated. All funds received under this grant must be refunded to the State Library.

An audit report of grant and local library funds is due to the Texas State Library no later than 180 days following the close of the county fiscal year.

In-Kind Contributions

In-kind local contributions, if claimed, will also be subject to an independent audit verification.

IX. Project Administration and Management

Introduction

In accepting the Establishment Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards.

The following information summarizes the grantees' responsibilities in administering Establishment Grants.

Unallowable Costs

An unallowable cost is any cost which cannot be included as a budget item in an Establishment Grant Application. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES

- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

Prior Approval Costs

Prior approval cost is a cost for which the grantee must obtain the prior written permission of the Texas State Library. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  a) rental costs
  b) maintenance
  c) rearrangements and alterations
  d) depreciation and use allowance on publicly owned buildings
  e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

Obtaining Prior Approval

Itemize all costs that require prior approval in the Application for Assistance, Section F - Other Budget Information - Item 23 under Remarks. Prior approval of these costs, if granted, will be included in the grant contract. During the grant year, subgrantees may request prior written permission from the State Library for prior approval of costs not listed in the contract. If approval is granted, the contract will be amended accordingly.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records

The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records.

Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles for a period of five years.

Interest

Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.

Indirect Costs

If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (See Appendix G.)

Replacement of Local Funds

The library must not use monies received under this grant to replace local funds during the period of the grant. If the library replaces local funds, the grant will be suspended.

Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure.

Financial Status Reports

Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 31
December 1 - February 29	March 27
March 1 - May 31	June 26
June 1 - August 31	September 25
September 1 - November 30	November 30

Budget Revision Procedures

Subgrantees must submit, in writing, a request for a budget revision when:

- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Such changes, if approved, will require modification of the original contract through a letter of amendment signed by the subgrantee official and the appropriate Texas State Library official.

Changes in the scope or objectives of a project must be approved by the Texas State Library through a letter of concurrence.

Performance Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the Texas State Library. Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.

- Revised and up-dated goals and objectives.

- Major activities and an assessment of the program's success.

- Organizational and operational programs encountered.

- Identification of services to the disadvantaged, i.e., unemployed, illiterate, teenagers, elderly or other groups that may be culturally, socially, economically or educationally disadvantaged.

- Other standard statistical reports required by the Texas State Library.

Performance Reports: Due Dates

Performance Reports are due at the State Library according to the following schedule:

Reporting Period	Report Due
September 1 - February 28	March 27
March 1 - August 31	September 25

Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, the project's ending date. All obligations as of August 31 are to be liquidated before November 30, when the final Financial Status Report is due to the Texas State Library. The final audit is due at the Texas State Library 180 days following the close of the county fiscal year.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

- Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt. .
- All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library.
- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.

Audits

Counties receiving Establishment Grants must submit an audit report which shows:

- grant funds received and expended
- local library funds received and expended

The audit verifies that grant funds were expended and/or obligated as of August 31, in accordance with the terms of the contract, and that all obligations were liquidated by November 30.

The audit report also shows local library funds expended and verifies that these local expenditures satisfy grant requirements.

The audit report must separate grant funds from local library balances and expenditures.

Single Audit	Counties receiving Texas State Library grants may be required to submit a single audit. If the county receives $25,000 or more in federal funds, a single audit must be conducted in accordance with OMB Circular A-128, "Audits of State and Local Governments"
Due Date	The audit report is due at the State Library 180 days following the close of the county's fiscal year.
Expenses	The cost of auditing grant and local library funds is allowable if provided for in the contract.
Accountant	All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.
Audit Exceptions	Any audit exceptions will result in grant refunds to the Texas State Library. If local library expenditures for the preceding year fall below the required level, the current grant will be terminated. Therefore, the county will be required to return all grant funds received under the current grant to the Texas State Library.
Audit Appeals	If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed.

X. Timetable for a 3-Year Grant

• Application Guidelines Mailed to Requesting Libraries	January, 1988
• Request for Consultation due at Texas State Library	April 1, 1988
• Grant Application Due at Texas State Library	June 1, 1988
• Approval of Grant Awards by Texas State Library and Archives Commission. Notification of Grant Awards Made to All Applicants	August 1, 1988
• Contracts Mailed to Grant Recipients	August 15, 1988
• Project Start-Up Date	September 1, 1988
• Application Guidelines Mailed to Requesting Libraries	December, 1988
• Request for Consultation Due at the Texas State Library	April 1, 1989
• Reapplication for Second Year Grant Award due at Texas State Library	June 1, 1989
• Approval of Second Year Grant Award by Texas State Library and Archives Commission	August 1, 1989
• Contracts for Second Year Grant Award Mailed to Eligible Recipients	August 15, 1989
• All Grant Funds from First Year of Grant Award Expended and/or Encumbered	August 31, 1989
• Second Year Project Start-Up Date	September 1, 1989
• All Encumbrances to be Liquidated Before this Date For First Year Contract/Final Financial Status Report Due at TSL	November 30, 1989
• Application Guidelines Mailed to Requesting Libraries	December, 1989
• Request for Consultation Due at the Texas State Library	April 1, 1990
• Reapplication for Third Year of Grant Award due at Texas State Library	June 1, 1990
• Approval of Third Year of Grant award by Texas State Library and Archives Commission	August 1, 1990

Timetable for a 3-Year Grant, continued

• Contracts for Third Year Grant Award Mailed to Eligible Recipients	August 15, 1990
• All Grant Funds from Second Year Grant Award Expended and/or Encumbered	August 31, 1990
• Third Year Project Start-Up Date	September 1, 1990
• All Encumbrances to be Liquidated Before this Date For Second Year of Contract/Final Financial Status Report Due at TSL	November 30, 1990
• All Grant Funds from Third Year Grant Award Expended and/or Encumbered	August 31, 1991
• All Encumbrances to be Liquidated Before This Date For Third Year Contract/Final Status Report Due at TSL	November 30,1991
• Independent Audits of Grant and Local Library Funds Due to the Texas State Library 180 Days Following the Close of the County Fiscal Year.	

System Plans of
Service Guidelines

SFY 1989

Library Development Division
Texas State Library
December, 1987

GUIDELINES FOR SFY 1989 SYSTEM PLANS OF SERVICE

September 1, 1988

DEADLINE

The Texas State Library has prepared the following guidelines for major resource system funding in state fiscal year 1989. Rule 1.44 of the Library Systems Act requires that system plans of service be submitted 150 days prior to the beginning of the state fiscal year with certification of approval to be granted 60 days prior to the beginning of the state fiscal year. In accordance with Rule 1.44 we are requesting that plans of service for 1989 be submitted by April 1, 1989.

GRANT ALLOCATIONS

Appendix A of these guidelines contains the funding allocation for each of the ten systems based upon the approved agency Biennial Budget Proposal for SFY 1988-89. This estimated funding allocation falls between Levels 3 and 4.

CONFORMITY TO THE BIENNIAL BUDGET

The agency Biennial Budget Proposal for 1988-89 contained funding requests based on submissions from the ten systems in the spring of 1986. The guidelines issued to systems for their biennial plans on September 19, 1985 indicated that those plans would "become a binding document which each system must follow through August 31, 1989." The criterion which the State Library will use in judging conformity of the SFY 1989 plan to the system biennial budget will be based on the statistical targets set for each system in the biennial budget. In order to conform to the biennial plan, standardized statistics in the SFY 1989 plan should be between Level 3 and Level 4.

Appendix B, Performance Targets for Regional Systems, provides performance targets based on the biennial plans submitted by each system. Because the system grant falls between Level 3 and 4, you should keep your 1989 performance measures within this same range. No performance measure should be below Level 3 and no 1989 measure should be in excess of Level 4 performance, as shown in your Biennial Budget.

APPLICATION FOR ASSISTANCE

These guidelines are prepared in accordance with Attachment M, Office of Management and Budget Circular A-102 and the Uniform Grant and Contract Management Standards promulgated in August, 1982 by the Governor's Office of Budget and Planning. To be in compliance with Attachment M, the following standard forms (Appendix H) must be submitted as components of the Plan of Service:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the city administering the system program. Note the following variances from the instructions printed on the Standard Form 424:

   a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office. State Vendor ID numbers are printed for each MRC in Appendix C.

   b. Block 10. List the name of the library system.

   c. Block 11. Use the population figure for your system listed in Appendix A.

   d. Block 13. Assume the proposed funding to be "State" unless otherwise notified.

   e. Block 23. This block should bear the original signature of the city manager, mayor, or other official of the city government who is enpowered to enter into agreements binding upon the municipality serving as the Major Resource Center.

   f. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III. Budget Information. This five-section form must be completed in its entirety except for the blocks which are designated as "Not Applicable." Most systems will need to use an extra page in order to furnish all the necessary budget information by "grant program, function, or activity, e.g., Film Services, Automation." Note that system projects or activities are standardized and are identified on pages 4 and 5 of these guidelines. When the term "non-federal" is used, you should substitute the word "state." Specific instructions for completing these forms are printed on page 8 of the Application for Assistance. Please note that Section D of Part III, Forecasted Cash Needs, must provide an accurate estimate of the amount of grant funds which will be needed to cover disbursements in each quarter. An example of a completed Part III of the Application for Assistance is provided in Appendix I.

Under Section F, Other Budget Information, the State Library is requiring the following clarification of direct and indirect expense categories.

a. Personnel and Fringe Benefits. Identify for each person, whose salary is paid in whole or part from grant funds, the following: classification level and official job title, the base salary, the percentage of salary paid from grant funds, the amount paid in fringe benefits by specific category (e.g.,life insurance, health insurance, social security, retirement, etc.). In lieu of writing this information in narrative form on Part III or on an attached sheet, you may use the Personnel Form labeled as Appendix G. Salary and fringe benefit information should include any known and anticipated salary, merit, or longevity increases for fiscal year 1989 (September 1, 1988 to August 31, 1989).

b. Personnel. Furnish the State Library with a copy of the organization chart showing the relationship of all system personnel to the Major Resource Center and to other system staff. Include for each position a current job description which comprises job duties and educational requirements or experience equivalents.

c. Travel. Please note that the following meetings will be held during the fiscal year, for which attendance is entirely optional. These meetings will be held in Austin unless otherwise noted. There will be three one-day system coordinators' meetings in Austin. Additionally one-day meetings of A-V librarians and collection development consultants may also be included in the budget. This information is provided to assist you in budgeting travel costs. You are not required to itemize travel costs. Please note that State Library travel policies allow for travel to be budgeted for grant project personnel only. Also, grant funded travel is allowable only when travel is directly related to grant activities.

d. Equipment. Itemize all anticipated equipment purchases by grant project. Give for each equipment item the budgeted price. When it is not clear whether a budgeted item will be considered equipment or not, systems are to adhere to whatever criteria are in use at the MRC. Please total the amounts by project, in addition to providing a total for all projects. The total of the equipment itemization should equal that of row d., "Equipment," in Section B of Part III. Equipment items costing over $300 will be subject to the prior approval procedures contained in Appendix B of the Procedures Manual: A Guide to Uniform Grant and Contract Management Standards. If approved, this equipment will be itemized in the original systems operation contract between the State Library and the Major Resource Center.

   Data processing equipment may require that additional documentation be submitted in order to receive prior approval (see page 11, Guidelines for System Automation Projects). Systems are encouraged to submit this documentation with their Plan of Service.

e. Supplies. Itemize for each grant project the amount budgeted for the following items: 16mm films; printed library materials; other audio-visual materials (excluding films); and supplies. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the supply itemization should equal that of row e., "Supplies," in Section B of Part III.

f. Supplies. For the Collection Development project, provide a copy of the formula by which printed library materials will be allocated to member libraries. Also include the amount of funds budgeted per library for collection development in SFY 1989.

g. Contractual Services. All professional service contracts must have the prior approval of the Texas State Library before expenditure of grant funds may be made. Include under Section F an itemization of all anticipated contractual service expenses by project. These will include professional services as well as other contractual services. The professional services listed, if approved, will be itemized in the grant agreement between the Texas State Library and the Major Resource Center. Automated data processing services require additional documentation before prior approval can be granted. A contract amendment will be necessary for approving professional services not included in the grant agreement. It is not necessary to identify the individual or firm providing the service. Identifying the workshop topic, for example, is sufficient for securing prior approval by this agency. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the contractual services itemizations should equal that of row f., "Contractual," in Section B of Part III.

h. Indirect Charges. Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Indirect Cost Computation Table. Please indicate in Section F, Other Budget Information, the basis or rate used to compute the indirect charges shown in Section B of Part III. Indirect charges must be allocated to each grant project. It is not permissible to place all indirect charges in one grant project.

4. Application for Assistance, Part IV. Program Narrative. A program narrative is to be provided for each system project in accordance with the instructions to Part IV. of the Application for Assistance. Standardized project categories are to be used in subdividing the system plan into projects. The project categories used in Part IV. are also to be used in Part III. Please note that in some instances systems may wish to further subdivide the standardized project categories. This may be acceptable in the case of, for example, "Rotating, Deposit, and Extension Services." However, it will not be acceptable for systems to combine any of the following standardized project categories:

a. Administration.
This project may include the coordinator, assistant coordinator and any other professional and clerical staff engaged in general planning, budgeting, grant administration, personnel management, and evaluation. Additional system overhead expenses (e.g., telephone, audit, general office supplies, etc.) which cannot be specifically assigned to other projects should also be considered a part of Administration. All costs relating to the production and distribution of the system newsletter should be budgeted under Administration.

b. Consulting.
This project should include all costs directly associated with system consulting activities -- telephone, mail, and on-site. System staff engaged in specialized consulting activities should have an appropriate portion of their salaries and fringe benefits budgeted under Consulting. These activities would not include providing advice or information specifically related to system projects (e.g., providing a list of films on a specific subject). Consulting activities would include such things as collection evaluation, library facility evaluation, local automation planning assistance, assistance with grant applications and local budget requests, assistance with local cable progamming, etc. Consulting services to unserved counties should be included in the consulting project. Systems which employ non-system personnel to provide consulting services should include that cost in the consulting project. Also included in this project would be professional library science materials used by system staff or loaned out to member libraries. Library science materials purchased for member libraries should be included in the Collection Development project.

c. Continuing Education.
This project should include all costs directly associated with system continuing education activities. These costs would include salaries and fringe benefits of system staff, workshop presenter costs, staff travel costs, supplies and printing, etc.

d. Film Services.
This project should include all costs directly associated with provision of system film services including salaries and fringe benefits, films, equipment, supplies, postage, etc.

e. Collection Development.
This project should include all costs directly associated with providing collection development for system libraries, including salaries and fringe benefits, library materials, equipment, cataloging/processing costs, other supplies, etc. Do not include the cost of library materials purchased to support other system projects (e.g., Rotating, Deposit, and Extension Services). Do not include costs associated with consulting activities related to collection development (e.g., collection evaluation). Include these costs in the Consulting project.

f. Unserved Counties.
If a system opts to provide direct library services (e.g., books-by-mail) to unserved counties within their system, costs associated with such services should be included in an Unserved Counties project. A consultation project to develop library services in unserved counties, in the absence of direct service provision, should be fully described and budgeted in the Consultation project. Books-by-Mail projects which do not serve unserved counties should be budgeted under Books-by-Mail.

g. Books-by-Mail.
This project should include all costs directly associated with provision of books-by-mail services to the homebound, rurally isolated, etc., including salaries and fringe benefits, books, supplies, and contractual services.

Books-by-Mail projects to unserved counties should be budgeted in the Unserved Counties project. Books-by-mail services to both unserved counties and served counties will need to be divided into two cost centers (Unserved Counties, Books-by-Mail).

h. Publicity.
This project should include all costs associated with system efforts to publicize system activities and local library activities, including salaries and fringe benefits, printed materials, professional services, supplies, equipment, etc.

i. Automation.
This project encompasses a broad range of activities including purchase and operation of shared automated systems, planning studies, microcomputer literacy projects, and retrospective conversion projects. Purchase of automation equipment to support other system projects (e.g., office micro for system Administration project, film booking system for Film project) should be budgeted under those projects. For additional information see page 11, Guidelines for System Automation Projects.

j. Limited English-Speaking Services.
This project should include all costs associated with projects designed to improve library services to the limited English-speaking. Included would be Spanish language book circuits, special projects to purchase library materials for the limited English-speaking, support for English-as-a-Second-Language (ESL) instruction in system libraries, publicity campaigns targeted at the limited English-speaking to encourage them to utilize local library services, etc. Workshops or consulting services in this area should not be included, but should be included in the Continuing Education or Consulting projects.

k. Services to the Elderly.
This project should include all costs associated with projects designed to improve library services to the elderly. Included would be large print book circuits, support for special outreach projects to nursing homes, publicity campaigns targeted at the elderly to encourage them to utilize local library services, etc. Workshops or consulting services in this area should not be included, but should be included in the Continuing Education or Consulting projects.

l. Rotating, Deposit and Extension Services.
This project would encompass print and non-print extension loan collections, filmstrip circuits, and reciprocal borrowing projects. Do not include Spanish language circuits, large print book circuits, or books-by-mail to homebound or rurally isolated. Costs directly associated with these activities may include salaries and fringe benefits, library materials, postage, supplies, etc.

m. Videocassette Services.
This project should include all costs directly associated with the provision of videocassettes to system libraries including salaries and fringe benefits, videocassettes, equipment, postage, supplies, etc. Videocassettes loaned on an advance-booking basis, on the same terms as 16mm films, may be included in the Film Services project.

n. Literacy.
This project would encompass all costs directly associated with system support of literacy training efforts in system libraries including salaries and fringe benefits, library materials, printing and supplies, equipment, etc. Support for ESL training should be included in the Limited English-Speaking Services project. For additional information on system literacy projects, see Guidelines for System Literacy Projects below.

Any system projects not falling into one of the standardized project categories should be treated as a separate project (e.g., Reference Back-up, Video Production Grants, etc.).

All of the information requested in the instructions to Part IV, Program Narrative, is required for each project, with the exception of Section 5 of Part IV which is not applicable to the system grant program. The State Library has made the following interpretation of the instructions to Part IV as they relate to system projects:

Section 1. Objectives and Need for This Assistance. State the objective of the given project clearly and succinctly, in one or two sentences at most. Then relate that objective to a demonstrable need. Cite data when possible to document the need (census data, collection evaluation data, data from TSL's Analysis of public library annual reports).

Section 2. Results or Benefits Expected. How will library services to citizens in your region be improved as a result of this service?

Section 3. Approach.

a. Plan of Action: Under this section you should state clearly what you will do to carry out your objective. This description may be brief, but it must not omit important details concerning project implementation. Any important cost data which isn't already provided in other parts of your Plan of Service should be provided here. A description of the timeline for implementing the project should be given. If the project has been carried over from prior years, how will its implementation differ in the coming year? Has the funding increased or decreased? Have the guidelines, policies, or procedures you will use in implementing the project changed from prior years? If so, copies of revised guidelines should be attached to the narrative. If changes are proposed, including the proposed changes in your Program Narrative will eliminate the necessity of having to pursue a scope change procedure later on when the proposals are adopted.

b. Project Accomplishments: In lieu of providing the statistical data requested under 3.b. Approach, system staff may complete the annual targets on the Standardized Reporting Form and the Local/System Objectives Form, which are enclosed as Appendix D and E respectively. Note that every program must have specific objectives for SFY 1989. If the objectives are fully covered by the Standardized Reporting Form, then there is no need for additional objectives on the Local/System Objectives Report. If the program is not covered by the Standardized Reporting Form, then there must be a completed Local/System Objectives Report Form. In the project narrative you may simply reference the Standardized Reporting Form and Local/Systems Objectives Report Form. See page 1 of these guidelines "Conformity to Biennial Plans" for more information about system objectives for SFY 1989.

c. Evaluation Criteria: Briefly indicate how you will know when your objective for this project is met. Include any data collection instruments you may use to collect data on project performance.

d. Project Personnel: Indicate the titles of system staff members assigned to the project and the percentage of their time that will be devoted to the project (e.g., ".25 person/years"). Any other personnel utilized in the project (MRC staff, temporary staff, consultants) must be identified. If these persons are to be directly compensated from system funds, a description of the time they will devote to the project, and their rate of compensation must be included.

Section 4. Geographic Location. The geographic location of the project may be all of the member libraries, members and non-members, or some subset of the libraries in the region. In the latter case, you should provide a list of participating libraries, if this has been determined Include under this section an estimate of the population that will be impacted by the project. This may be the entire population served by system member libraries, the population served by members and non-members, or the estimated population comprising some special group within the system which are potentially impacted by the project.

Systems should be aware that the narrative portion of their plans of services will be forwarded to the Department of Education. System projects which, in whole or in part, address LSCA priorities should make clear the services being provided to disadvantaged populations, limited English-speaking populations, the elderly, unserved populations, etc. Narratives should be brief and concise while not omitting any information which is important to an understanding of the system service being described. Appendix J provides a sample program narrative. In order to be able to obtain prior approval for data processing equipment or services needed for major system automation projects, systems will need to submit a more detailed program narrative than may be necessary for other projects (see page 11, Guidelines for System Automation Projects).

5. Application for Assistance, Part V, Standard Assurances. Each governing authority of a Major Resource Center must also certify compliance with the Standard Assurances, Part V of the application. These assurances are mandated by both state and federal governments. You are not required to return the Standard Assurances. When the city's official signs block 23 of Standard Form 424, the city official is certifying that the city will comply with all five parts of the application, including the Standard Assurances.

GENERAL GUIDELINES

1. In conducting the system grant program during SFY 1989, the following documents will dictate all administrative policies: the Library Systems Act, Rules for Administering the Library Systems Act, the Uniform Grant and Contract Management Standards, Office of Management and Budget Circulars A-87 and A-102, and OASC-10, which is "Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government." Note that under the directive of the Uniform Grant and Contract Management Act of 1981, most references to "federal or federally" in A-87 and A-102 should be expanded to read "Federal, federally, or state" as applicable.

2. Each Major Resource Center must also submit with the 1989 Plan of Service the following:

   - A Certification of Review by the System Advisory Council which has been signed by the chairman of the System Advisory Council. A blank copy of this form is enclosed as Appendix F. These forms will need to be filed with the State Library with each budget revision or project scope change made during SFY 1989, in adherence with the Rules for Administering the Library Systems Act.

   - Documentation of the participation of the system advisory council, system member librarians, and lay representatives in the process of planning for these programs must be included. If recent meetings were held, dates and minutes of these meetings, if not already on file with the Texas State Library, should be included. If a survey or questionnaire were used, please attach a copy of the survey instrument and tabulated responses with the Annual Program of Service.

3. Only original signatures on Part I of Standard Form 424 and on the Certification of Review form will be accepted. Photocopied signatures are unacceptable.

4. The various components of the System Plan of Service should be submitted in the following order:

   Certification of Review by System Advisory Council
   Application for Federal Assistance, Part I
   Application for Federal Assistance, Part III
   Other Budget Information (Section F):
   System Personnel Form
   Organization Chart(s)
   System Personnel Job Descriptions
   Itemization of Equipment Purchases by Project
   Itemization of Supply Purchases by Project
   Collection Development Allocation Formula
   Collection Development Allocation by Library
   Itemization of Contractual Service Purchases by Project
   Application for Federal Assistance, Part IV (Program Narrative)
   Attachments to Part IV:
   Standardized Reporting Form for Regional Systems
   Local/Systems Objectives Report
   Copies of Revised System Policies and Procedures
   Documentation of Participation by System Advisory Council,
   Member Librarians, and Lay Representatives

   Please number the pages of the Plan of Service. and Please do not staple or bind together the pages in any way. Please do not submit copies of system policies or procedures that are identical to documentation submitted with the current year Plan of Service (Exception: Collection Development Allocation Formula must be submitted each year). A table of contents page should be submitted with the document.

5. Systems should make every effort to submit Plans of Service by the deadline stipulated in Rule 1.44 of the Library Systems Act. If circumstances occur which are likely to cause the Plan to be delayed more than a week beyond the deadline, systems should make a written request for a deadline extension. Part I of Standard Form 424 may be submitted late, if necessary, to obtain the signature on Line 23b. The need for late submission of Part I should be noted when the rest of the Plan is submitted.

GUIDELINES FOR SYSTEM LITERACY PROJECTS

In addition to the foregoing guidelines, which apply equally to system literacy projects as to other system projects, the following additional guidelines will apply to system literacy projects (including GED preparation, other adult basic education) and to system ESL projects:

1. The State Library defines the target group for literacy or ESL training as:

    - Persons aged 16 or older; AND
    - has not completed high school, OR
    - does not read or comprehend or write English or compute at a level necessary to meet the complex requirements or adult living.

2. It is intended that the system project(s) support training in member libraries by:

    - Assisting the local library to identify appropriate outside agencies who will be willing to offer classes and/or tutoring in the local library;
    - Purchasing consumable learning materials for the local library;
    - Developing the support collections of the local library by helping to select and purchase appropriate support materials;
    - Assisting with the purchase of equipment, displays and other items necessary to support the training activity;
    - Assisting the local library in promoting the project using brochures, radio and television spot announcements, press releases, etc.

3. It is not intended that the system pay the wages of literacy or ESL tutors. This may be acceptable, however, in instances where it is clearly demonstrated that other agencies are unavailable or unwilling to undertake the training effort in the local library. In these instances, it would be preferable to use system funds to sponsor tutor training sessions in which trainers would be compensated for their services by the system. In cases where this is not possible, permission may be requested to use system funds to pay tutors' wages. Such a request must indicate the means by which tutors' services will be verified, and the mechanism by which tutors will be compensated. Accompanying the request must be written documentation of the inability of local agencies to provide tutors for the library project.

4. If the system will be awarding minigrants, or using any type of proposal-based approach, the project narrative must include the guidelines, timetable, and criteria for awarding the grants. The application form that will be used should be provided as an attachment. Copies of all approved proposals must be filed with the State Library, preferably with the Plan of Service.

5. Literacy or ESL workshops for librarians should be budgeted under the Continuing Education project as opposed to the Literacy or Limited English-Speaking Services projects. However, tutor training sessions or similar training sessions may be budgeted as a part of these projects.

GUIDELINES FOR SYSTEM AUTOMATION PROJECTS

Additional guidelines for system automation projects, and similar projects (e.g., purchase of microcomputers with collection development funds) are as follows:

1. The following information should be submitted with the program narrative (Part IV), or in other parts of the Plan of Service (e.g., Part III). Failure to provide sufficient information in the Plan of Service for an Automation Project may be grounds for dissapproval of the Plan of Service. This information includes:
    - A demonstration of the need for the project.
    - A detailed description of the approach to be used to meet the need, including a detailed plan of action, project timetable, staffing requirements, and participant list.
    - A detailed project budget, including funding from the system grant and from member library participants.
    - Detailed and comprehensive performance measures for the project, including standardized and local objectives.
2. More specific information that must be included in the Plan of Service for an Automation Project involving the use of a shared automated library system is as follows:
    - Which system member libraries will have or be receiving terminals in connection with the project. How many terminals will be at each location and what will their primary function be (e.g., circulation, online catalog, acquisitions, etc.)?
    - What will the staffing requirements of the project be, including system-funded staff positions, and staff positions funded by participating libraries or otherwise?
    - How will the project costs be allocated between system funds and local funds for participating system libraries?
    - How do the performance objectives provided on the Standardized Reporting form break down by participating system library?
    - What contractual and other agreements will govern the system libraries' participation in the project (e.g., Memorandum of Understanding)?
3. For other guidelines pertaining to the prior approval of data processing equipment or services see Appendix B of the Procedures Manual: A Guide to Uniform Grant and Contract Management Standards.

CONTACT PERSON

Specific questions relating to the Guidelines for SFY 1989 System Plans of Service should be referred to:

Patricia H. Smith, Manager
Systems Development
Library Development Division
(512) 463-5534

ATTACHMENTS

Appendix A: System Grant Allocation for SFY 1989
Appendix B: System Performance Targets for SFY 1989
Appendix C: List of State Vendor Identification Numbers
Appendix D: Standardized Reporting Form and Instructions
Appendix E: Local/System Objectives Report
Appendix F: Certification of Review by the Advisory Council Form
Appendix G: Personnel Form
Appendix H: Application for Assistance: Parts I, II, III, IV, V
Appendix I: Sample, Part III
Appendix J: Sample, Part IV

Appendix C

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Interlibrary Loan Center Directors
System Coordinators
Interlibrary Loan Librarians

FROM: Edward Seidenberg, Manager
Texas State Library Communications Network (TSLCN)

DATE: December 15, 1987

SUBJECT: Guidelines for FY 1989 Interlibrary Loan Contracts

As required by state grant management regulations, public libraries must submit a grant application in order to receive an interlibrary loan contract. Your completed application should be received by March 3, 1988. Please contact me if your application will be late. This will allow time for the applications to be reviewed and processed. By June 1988, I will notify you of the staffing and budget levels I am recommending for FY 1989.

These guidelines are prepared in accordance with Attachment M, Office of Management and Budget Circular A-102, and the Uniform Grant and Contract Management Standards promulgated in August, 1982 by the Governor's Office of Budget and Planning.

There are no significant changes in these guidelines from last year.

In addition to submitting this application, we ask that you submit the required Financial Status Reports (Forms 269 and 269a) for your FY88 contracts as close to their March 25, 1988 deadline as possible. These forms contain valuable financial data and are helpful in projecting the budget for the following year.

In most Centers the rate of growth of transactions seems to be very close to the productivity gains we have achieved through better hardware and software. Therefore, it is unlikely that the total number of staff in these contracts will increase. However, there may need to be some reassignment of staff from one or two centers to others to account for changing growth rates. We would like to accomplish any staff reductions in the best way possible. We will try to work with you to accomplish this. If you wish to discuss any ideas, please call me; I would be happy to hear your thoughts and give you my perceptions.

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Data Processing	(512) 463-5481	Records Management	(512) 454-2705
Blind and Physically Handicapped	(512) 463-5458		

GUIDELINES FOR FY 1989 INTERLIBRARY LOAN CONTRACTS

REQUIRED DOCUMENTS

To be in compliance with Attachment M, the following standard forms (Appendix A) must be submitted as parts of your interlibrary loan grant:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the city administration. Note the following variances from the instructions printed on the Standard Form 424:

   a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office.

   b. Block 10. Type in the name of your regional library system.

   c. Block 11. Type in the population of your regional library system.

   d. Block 23. This block must bear the signature of the city manager, mayor, or other official of the city government who is empowered to enter into agreements binding upon the municipality serving as the Interlibrary Loan Center. The form must be signed before we issue a contract.

   e. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III. Budget Information. This is designed to collect budget data. Because the State Library will project estimated performance data to determine your level of staffing and operating budgets, you may not be able to complete all the line-items on this form. Instead, the data that is requested under Section F will enable us to estimate your 1989 expenses.

   This means that if you do not try to project your 1989 performance levels, you will not be able to estimate certain expenses (for example: the "Supplies" and "Other" categories which include postage, printing, telephone and OCLC). Thus, there will be some blanks in the budget you submit. Since your budget for these costs depends on how large your volume is, you may choose simply to supply the data requested in Section F.

   If you desire to project your 1989 performance and expenses, you should detail all of the assumptions and calculations which you use. These can be shown as separate sheets, and the cost figures can be entered on the PART III form. However, the State Library will continue to make an assessment of the volume of your business and its costs.

Under Section F "Other Budget Information," the State Library is requiring the following information. You may find it more convenient to supply the information on the enclosed forms. You may add additional comments or provide all information in a narrative format.

a. Appendix B: Personnel Cost Estimates

Provide complete details for each interlibrary loan employee. Show their current job title, their pay group and step in the city classification system, and whether they are a full time or part time employee. Salary and fringe benefit information should include the best known estimate of anticipated salary, merit or longevity increases.

Please check with the appropriate city office to obtain their best estimate of the cost of living pay increase which is anticipated for local fiscal year 1989. Use this percentage in computing the expected salary. Please submit written documentation from the city office generating the estimate if the cost of living increase exceeds 5 percent.

If you are requesting any job reclassifications, you should show the current and requested job titles. In a separate narrative, you should fully explain the reclassification request, showing how it will improve the project objectives. However, it is unlikely that we will authorize any job reclassifications unless they are part of a city-wide reclassification program.

b. Personnel

(1) For each position funded by the grant, include a current job description which includes job duties and educational requirements or experience equivalents.

(2) Please include your city's official pay schedule showing the steps and amount of salary for library positions.

(3) Please include a written statement that describes your library's policies regarding both "step" increases and merit raises.

c. Appendix C: Expenditures for First Five Months of Current Contract

This form can be used to supply the requested information on certain expense categories. If your accounting system can supply the actual expenditures, use those figures. If your accounting system cannot supply this data, please use your best estimate of the five month costs.

You should note any extraordinary expenditure pattern (for example, purchasing postage, supplies or printing for the whole year during the first five months).

d. Appendix D: Estimates of Funds Needed
You may use this form to supply your best estimate of the following costs for 1989:

1. Audit: To assist in projecting this cost, enter the actual cost of your FY 1987 audit, if known. If 1987 audit cost is not yet known, simply estimate your 1989 cost.

2. Equipment Service Contracts: Contact your maintenance contractors to get their estimate of the cost of service agreements for 1989. Show the quantity and type of equipment and cost.

3. Membership Fees: Estimate the costs of institutional membership in local or state consortia. Identify each of the consortia and describe the membership benefits that will be received. If other departments at the library receive benefits from the membership, identify the percentage of membership to be charged to the interlibrary loan contract.

4. Travel: Estimate your 1989 travel costs for the trips indicated.

5. Capital Purchases: Identify the items of capital equipment you wish to purchase. To purchase any capital items, you must follow the formal procedures necessary to receive prior approval.

6. Other Expenses: Identify other items or services that you need. Explain these in the narrative section of your application.

7. Indirect Charges: Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Governor's Office Indirect Cost Computation Table. Please indicate the basis or rate to be used.

4. Application for Assistance, Part IV. Program Narrative. This application requires a narrative description of the program of service. Your narrative should follow the instructions for this section (see page 7 of Appendix A).

You should discuss and possibly revise your service goals. You should discuss problems you are encountering and how you plan to solve them. If you propose new services or different approaches, you should describe and justify them fully as stated in the printed instruction form. If you plan to perform specific activities, such as conducting consultation visits or workshops, you should identify them. If you wish to propose a reduction and reorganization of your staffing levels, include it in this section.

The scope of the interlibrary loan program is limited to taking and filling requests, in accordance with the TSLCN Operations Manual, and performing necessary administrative tasks. Your program narrative should indicate that ILL contract staff are not performing any activities that are part of the program of service of the system grant or the local library (e.g., the

MRC). These will be considered outside of the scope of this interlibrary loan contract. These include activities paid for by the system grant or your local library to which ILL staff regularly devotes time during their normal working hours. Examples of such prohibited activities are: choosing and ordering materials for a system's "fast-fill" project; serving on system or local library committees not related to ILL; working at a public service desk; packaging and mailing system materials; answering system telephone calls; preparing detailed acquisition recommendation lists; working on library association functions; planning social activities; providing instruction in the use of the library; conducting library tours; compiling bibliographies of holdings; and training non-ILL staff on OCLC.

Activities such as writing a short newsletter column or attending some system meetings are considered as interlibrary loan activities since their purpose is to communicate with the client group. Those activities which are administrative in nature (e.g., attending staff orientation meetings, preparing statistical reports, taking vacation or personal leave, and filling out personnel forms) are considered within the scope of the contract since they are the general activities which must be undertaken by employees in most cities. In addition, activities which are designed to communicate problems, trends and issues to system or local library staff (e.g., passing along topics or titles to collection development staff for purchase; notifying technical services of problems encountered with OCLC records; briefing system consultants on your impressions of a particular library) are considered within the scope of the contract as long as the ILL staff are not expected to provide detailed or complex assistance.

In summary, it is important to recognize that your narrative description will be used as your statement of the "scope" of this grant. Only if the State Library approves your scope, will you be authorized to perform the specified activities. Any other activities will be outside the scope of the project and must receive our official approval before they are undertaken. You may wish to review the section of the grant procedures manual dealing with scope changes (pages 40-42).

5. Application for Assistance, Part V. Standard Assurances. Each city must certify compliance in its application with the Standard Assurances, Part V. These assurances are mandated by both state and federal governments. The certification is accomplished when the appropriate city official signs Block 23 in Part I of the form.

Library Services and Construction Act

Title I

PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
November, 1987

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Application Packet

FISCAL YEAR 1989

TIMETABLE
for
Public Library Services for the Disadvantaged Populations Grants

November, 1987	Application guidelines mailed.
April 1, 1988	Applications due at the Texas State Library.
May, 1988	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1988	Applicants notified of staff recommendations to Commission.
June-July, 1988	Texas State Library and Archives Commission approves grant awards.
September 1, 1988	Projects begin.
December 30, 1988	Financial Status Report due at Texas State Library.
March 27, 1989	Financial Status Report and Semi-Annual Evaluation Report due at the Texas State Library.
June 26, 1989	Financial Status Report due at Texas State Library.
August 31, 1989	Projects end; all funds to be obligated.
September 25, 1989	Financial Status Report and Final Evaluation Report due at the Texas State Library.
November 30, 1989	Final Financial Status Report and Grant Refunds due at the Texas State Library.
	Final Audit Report - 180 days following close of local fiscal year.

INTRODUCTION

Public Library Services for Disadvantaged Populations is a grant award program administered by the Texas State Library and funded by Library Services and Construction Act (LSCA) Title I.

The federal government grants Title I monies to states to develop a variety of public library services, among them services to people who do not often use the library and whom the LSCA describes as socially, economically, or culturally disadvantaged.

The Texas State Library administers LSCA funds and, with the guidance of the LSCA Advisory Council and the approval of the Library and Archives Commission, designs and monitors all subgrant programs.

Texas Civil Statutes, Article 4413 (32g) Uniform Grant and Contract Management Act governs financial management of all grant monies.

PROGRAM DESCRIPTION

Purpose and Scope

To develop library services to meet the special needs of and to encourage library use by:

- Unemployed persons
- Children of migrant workers (including their families)
- People for whom English is a second language
- People with incomes below poverty level
- People over 65 (including residents of nursing homes and the homebound)
- Adults with less than a 12th grade education (including high school dropouts)

To give such services impetus to generate local funding and community support so that appropriate services for these groups become normal library services.

This grant is limited to services to the six groups of people listed above. Applicants must design programs for one, and only one, of these groups.

Racial and ethnic minorities are not listed. They may, however, constitute a significant sub-population of the targeted groups and applicants are encouraged to design programs for the groups listed above with this in mind.

Throughout these guidleines the terms "community" or "group" mean the one group from the list above which the applicant has chosen to serve.

Eligible Applicants

Public libraries and public library systems, through their governing authority (city, county or corporation) with a library or branch library acting as service provider.

Public libraries and public library systems, through their governing authority, with a library or a library branch acting as the fiscal agent and host for a cooperative project with other agencies or other types of libraries.

Funds Available

An expected $500,000 will be available for the Public Library Services for Disadvantaged Populations grant program.

Applicants may apply for one level of funding only.

Length of Funding

This grant program will fund projects for one state fiscal year: September 1, 1988 - August 31, 1989.

Applicants who receive funding in FY 1988 may apply for funding the following year to extend their 1988 projects. The second application will be evaluated with the same criteria as all new applications.

Fundable Activities This grant program will fund costs for staff, equipment, capital expenditures, materials, and professional services needed:

- to take library services, materials and activities into the community
- to create new services in the library which will attract members of that community into the library
- to educate in library school (if the grant recipient's governing agent has authority to do so) staff who are members of the disadvantaged group
- to train and develop all library staff and volunteers in appropriate ways to provide service to the community.
- to develop a structure for a complex service project (example: information and referral system) which may not provide services during the funding year, but intends to do so with local funding the following year.

CRITERIA FOR AWARD

This grant program is competitive. To choose which of many projects to fund, the Library Services and Construction Act Advisory Council will score proposals on eleven components which the council and state library staff believe are key factors in successful services to disadvantaged populations. The total possible score is 100. The factors are:

Percentage of Population Percentage the disadvantaged group is of the population served by the library or branch library which will provide the services. (0-10 points)

Need The applicant describes clearly the need for proposed new and different services; has verified that the community wants these services (e.g., by doing a community survey or by involving individuals or community organizations in project planning, etc.); and provides documentation of community involvement in designing the proposed services. (0 - 15 points)

or

For Services to Persons over 65 in Resident Facilities or Community Centers

The applicant describes the need for proposed services; has verified that the custodians in the institution agree to and help plan the proposed services; and provides documentation that the custodians will cooperate.

Objectives	The applicant defines objectives which are measurable; demonstrates how project objectives will help meet the objectives of the local library funding agency (and/or objectives of any other local agency involved in the project); and presents a reasonable method to collect data. (0 - 10 points)
Services	The applicant describes services, programs, activities, material to be purchased; shows how these meet the community's documented needs described above; and describes how new activities will be introduced into existing services and to existing staff. (0 - 15 points)
Staffing	The applicant has already selected potential staff and volunteers for the grant project, or presents official job descriptions for hiring staff during the grant year who have these characteristics: they have status in the community, speak the language of the community, demonstrate enthusiasm about working with the community, and possess the necessary skills to do the job; the applicant has made a plan and included expenses for training or sending to library school (if the governing agency has authority to do that) personnel who are members of the targeted group and lack necessary skills. (0 - 10 points)
Advertising	The applicant submits a plan for advertising the new services, activities, and materials; the plan uses a variety of techniques; and includes community lines of communication. (0 - 5 points)
Timetable	The applicant presents a timetable for project activities within the fiscal year, i.e., a list of actions with a date by which they will be accomplished; and provides verification that facilities will be available, equipment and materials delivered, staff hired and trained in time to carry out the activities as planned. (0 - 5 points)
Expenses Justified	The applicant fully explains number of staff and their pay classification, equipment, operating costs,etc.; justifies costs for capital equipment or leasing in terms of the situation, supplier, or prevailing conditions; the costs seem reasonable to achieve project objectives. (0 - 10 points)
Local Funding	The applicant offers local support for the grant project (matching funds in cash or in-kind services); and integrates local resources in the grant project, (e.g., assigns locally funded staff to the project). (0 - 10 points)

Evaluation The applicant presents a method to evaluate the impact of the project on the library; on the community; and on any cooperating group. (0 - 5 points)

Cooperation The applicant planned the project with some other agency (another public agency, a volunteer organization, a community organization); negotiated an agreement on who would do what during this project; and submits the agreement. (0 - 5 points)

APPLYING CRITERIA

The LSCA Council will compare all applications to this criteria. Council members will use a standard form to evaluate the applications. (See Appendix A)

Ranking For ten factors LSCA Council members will assign a ranking of zero through five to indicate if the applicants addressed that issue not at all, partially, or completely.

Scoring They will multiply the rank number by a weight which indicates the relative importance of each factor: the product will be the score for that factor.

$$\underset{\text{rank}}{1\ 2\ 3\ 4\ 5} \times \underset{\text{weight}}{3} = \underset{\text{score}}{15}$$

Scoring for the factor, PERCENTAGE OF POPULATION will be assigned by state library staff using this method: Percentages above 50% will receive 10 points. Percentages up to and including 50% will be computed by the formula method: % divided by 100 times 10 times the weight.

Example: 22%: $\frac{22}{100} = .22 \times 10 = 2.2 \times \underset{\text{weight}}{2} = 4.4$

Council Discretion Grant awards will be made to applications with the highest total scores. Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If two-thirds of the reviewers so indicate, the proposal will not be recommended for funding.

Awards for grants to provide services for disadvantaged populations will be made to projects the council believes will provide good, effective, long term services. If council members believe few or no proposals meet the standard, they may choose to recommend award only part or none of the available $500,000.

APPLICATION REQUIREMENTS

All grant applications must be submitted on federal forms called APPLICATION FOR FEDERAL ASSISTANCE Attachment M. (All these forms, with full instructions, are in the Application Kit attached to these guidelines.) With the exception of Part IV, the forms dictate what information is needed and where to put it. Organization of Part IV, Program Narrative is more open. Below are some suggestions for doing Part IV successfully.

Project Identification Begin the narrative by fully identifying the project. Provide all the information requested on the sheet, in the application kit, called Project Identification.

Population Statistics Follow exactly the instructions for the Project Identification sheet to determine the population statistics for the one group you have chosen to serve and for the service area of the library.

Begin by defining the service area of the library building which will provide the services. Large municipal or county systems should plan proposals around a member or a branch library. The service area for a branch or member library would be defined by census tract names, for a county library by county name, for town library by town name.

Statistics Source The population figures used in grant applications should be the most current figures available from a public source. Figures for the total population in the service area and for the number of the targeted group in the service area should both come from the same source.

The State Library recommends the following sources for each targeted group:

• Unemployed persons	Texas Employment Commission Economic Research Department TEC Building Austin, Texas 78778 (512) 463-2841
• Children of migrant workers	Migrant Education Department Regional Educational Service Centers (See Appendix B for list of centers)
• People for whom English is a second language	
• People with incomes below poverty level	Regional Planning Councils (See Appendix C for list)
• People over 65	
• Adults with less than a 12th grade education	

Narrative Content Describe fully the actions the applicant plans, (programs, activities, materials) and in the process address every issue contained in the Evalution Criteria, preferably in the order they are listed on the Evaluation sheet.

Copies Only one copy of each document in the application is required. The Texas State Library will make copies to give to the application readers. Please do not staple or bind the application.

Assistance The Texas State Library requests all applicants to discuss their project ideas with the State Library Special Services Consultant before they begin developing a proposal. Please call (512) 463-5476. The consultant will be available to help throughout application development.

The State Library will present workshops in several locations in the state. These workshops will highlight existing services to disadvantaged populations and will provide a work session on developing successful projects. A letter describing these workshops is attached to these guidelines.

Due Date Applications must be postmarked no later than April 1, 1988.

GRANT REVIEW AND AWARD PROCESS

State Library Staff Responsibility The State Library staff will prepare criteria sheets for each application, figure the score for the Percentage of Population section of criteria and enter it on the sheet. That score will be determined by the formula described on page 4.

The staff will review each application to investigate the following issues:

- legal eligibility of the institution to participate in a Title I grant program;
- conformance to the federal and state regulations pertaining to Title I grants;
- inclusion of unallowable costs;
- errors in arithmetic or cost calculations;
- submission of the required forms;
- other misconstructions of the guidelines.

The staff will also raise issues and questions regarding the need, and costs of the proposals. These "staff comments" will provide the Council members with information and problems to consider. The staff comments will be provided to the Council along with the application copies.

The State Library staff will be available to offer technical assistance to Council members. Council members may obtain the personal opinions of any staff members they choose.

The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's work to the Texas State Library and Archives Commission for final approval.

As a general rule, it is expected that the recommendations for funding developed by the Council will be presented to the Commission without any contrary staff recommendations. However, in the unlikely event that the Council recommends the funding of an application which, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The Council will be informed of this situation prior to presentation to the Commission.

If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

LSCA Council Responsibility

Each participating LSCA Advisory Council member will review all grant applications, with a rating form for each application. Exception: No Advisory Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

To obtain further information or opinions on any of the applications submitted, Council members will contact each other and/or members of the State Library staff. Reviewers will not have any direct contact with any of the applicants. All negotiations with the applicant will be conducted by State Library staff.

Council members will consider and assess the strengths and weaknesses of any proposed project only on the basis of the document submitted. Considerations of geographical distribution, demography, type of library, or personality should not influence the assessment of a proposal.

Each Council member will evaluate the proposals based on the weighted criteria. Should a reviewer believe that a proposal is not worthy of funding, he/she may specify that it is not recommended. If 2/3 of reviewers do not recommend a proposal for funding, it will not be considered, regardless of its point rating. In addition, if a proposal fails to receive a median and a mean score of at least 50 points, it will, except in unusual circumstances, not be recommended for funding.

Decision Making Process: Step 1

Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Section I. G. of these guidelines. The State Library staff will total the number of points on each form. Using the point totals for each application, the median will be computed. (The median is located such that one-half of the scores are greater than the median and one-half are lower. It is more useful than the mean because it is less subject to distortion due to extremely large or extremely small scores.)

The applications will then be ranked according to the median scores.

Staff will compile all written comments and the scores for each application. These compilations will be sent to the applicants, Advisory Council members and other interested persons with the funding recommendations report.

Step 2

Starting with the highest ranked application, the staff will begin awarding the grant funds. The staff will go down the ranked list awarding funds until either:

- insufficient funds remain to fully fund a proposal; or
- two or more proposals are tied, having received identical scores.

Step 3

If there are insufficient funds remaining to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either:

- agree to accept the lesser amount and, if necessary reduce the level of activity to be conducted:
    - if this is acceptable to the staff, that applicant will be awarded the lesser amount.
    - if that reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.
    - not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4 In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

- In the case of two proposals tied with the same score:
  - if there are sufficient funds available to award grants to both applications, this will be done;
  - if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.
- In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5 The announcement of the grant recommendations will be sent to the applicants, the LSCA Advisory Council, and other interested persons.

In addition to this announcement, the compilation of reviewer scores and comments will be provided.

Step 6 The funding recommendations will be presented to the Texas State Library and Archives Commission for approval. This will be done in an open meeting prior to September 1, 1988.

PROJECT ADMINISTRATION AND MANAGEMENT

Applicants who receive a Public Library Services for Disadvantaged Populations grant will be required to administer the grant project according to the Uniform Grant and Contract Management Standards.

The Library Development Division of the Texas State Library has prepared a Guide to Uniform Grant and Contract Management Standards: A Procedures Manual for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants. All recipients of Texas State Library grants will receive a copy of the Procedures Manual.

Meanwhile, applicants must agree to meet the management standards when they apply for a grant. Also, some of the contract regulations must be followed in the application itself. Below is a summary of the standards; topics which must be addressed in the application are marked with an asterick(*).

Basic Cost Principles

Office of Management and Budget Circular A-87 "Costs Principles for State and Local Governments" sets forth the guidelines and policies governing costs applicable to grants with state and local governmental units.

Allowable Costs

Allowable costs may be charged to the grant. These costs include:

- ACCOUNTING
- ADVERTISING
- ADVISORY COUNCIL
- AUDIT SERVICES
- BONDING
- BUDGETING
- BUILDING LEASE MANAGEMENT
- CENTRAL STORES
- COMPENSATION FOR PERSONAL SERVICES
- COMMUNICATIONS
- DEPRECIATION AND USE ALLOWANCE
- DISBURSING SERVICE
- EMPLOYEE FRINGE BENEFITS
- EMPLOYEE MORALE, HEALTH AND WELFARE COSTS
- EXHIBITS
- LEGAL EXPENSES
- MAINTENANCE AND REPAIR
- MATERIALS AND SUPPLIES
- MEETINGS AND CONFERENCES
- MEMBERSHIPS, SUBSCRIPTIONS AND PROFESSIONAL ACTIVITIES
- MOTOR POOLS
- PAYROLL ADMINISTRATION
- PERSONNEL ADMINISTRATION
- PRINTING AND REPRODUCTION
- PROCUREMENT SERVICE
- REFERENCE MATERIAL
- TAXES
- TRAINING AND EDUCATION
- TRANSPORTATION
- TRAVEL

Unallowable Costs

An unallowble cost is any cost which cannot be charged to the grant. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

***Prior Approval Costs**

Prior approval cost is a cost for which the grantee must obtain written permission from the Texas State Library before committing or expending funds. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

***Obtaining Prior Approval**

List all costs that require prior approval in the grant application, Part III, Section F, Line 23. If approved, these costs will be included in the contract which constitute the grant agreement. During the grant year, grantees may request, in writing, permission from the State Library for prior approval costs not listed in the contract. The State Library will amend the grant agreement to allow the expenditure, if appropriate.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records

The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. Where sub-grantees do not have an established method to document time and attendance records, Form 391-1 should be used. (Appendix D)

Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

Interest

Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.

***Indirect Costs**

If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (Appendix E)

Program Income

Program income is defined as gross income earned by the grantee from grant supported activities. Program income must be added to grant funds and reported in the quarterly Financial Report, Form 269. All program income must be expended or obligated by the end of the grant period, August 31, 1989.

Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

Financial Reporting

Subgrantees are required to periodically provide the following financial reports to the Texas State Library.

- The Financial Status Report (Form 269)
- The Supplemental Financial Status Report (Form 269a)
- Request for Advance or Reimbursement (Form 270)

Request for Advance or Reimbursement

The Request for Advance or Reimbursement (Form 270) is to be used by the subgrantee to request grant payment to cover project expenses for an appropriate period of time. Subgrantees are encouraged to request payments at least monthly.

Financial Status Reports

Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 30, 1988
December 1 - February 29	March 27, 1989
March 1 - May 31	June 26, 1989
June 1 - August 31	September 25, 1989
September 1 - November 30	November 30, 1989

Budget Revision Procedures

Subgrantee must submit, in writing, a request for a budget revision when:

- The project's scope or objectives are changed.
- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Such changes, if approved, entail modification of the original contract through a letter of concurrence signed by the subgrantee official and the appropriate Texas State Library official. Scope changes do not require a letter of concurrence.

Evaluation Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the State Library. Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.
- Community response
- Major activities and an assessment of the program's success.
- Organizational and operational problems encountered.

Reports: Due Dates

Performance Reports are due at the State Library according to the following schedule:

Reporting Period	Report Due
September 1 - February 29	March 27, 1989
March 1 - August 31	September 25, 1989

Grant Close-Out Procedures

All funds must be expended and/or encumbered by August 31, 1989, the project's ending date. All encumbrances as of August 31, 1989 must be liquidated before November 30, 1989, when the final Financial Status Report is due to the Texas State Library. The final evaluation report is due at the Texas State Library on September 25, 1989.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

- Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt.
- All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library.
- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

Procurement The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.

Audits All cities or counties receiving Texas State Library grants must submit a single audit if $25,000 or more in federal funds were received during the fiscal year. The audit verifies that grant funds were expended and/or obligated as of August 31, 1989 in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1989.

The audit shall be done in accordance with, OMB Circular A-128 "Audit of State and Local Governments."

Due Date The audit report is due at the State Library 180 days following the close of the city/county's fiscal year.

Expenses The cost of auditing grant funds is an allowable prior approval expense. It must be listed in Part III of the application.

Accountant All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

Audit Exceptions Any audit exceptions will result in grant refunds to the Texas State Library.

Audit Exceptions	Any audit exceptions will result in grant refunds to the Texas State Library.
Audit Appeals	If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the *Rules for Administering the Library Systems Act* should be followed.
Disclaimer and Acknowledgements	Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer: • The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred. Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement: • Published with funds granted by the Texas State Library under Title I of the Library Services and Construction Act, as amended.
Copyrights	If this project produces copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, non-exclusive, and irrecovacble license to reproduce publish or otherwise use and to authorize others to use the work for government purposes.
Copies	Two copies of any publication or presentation resulting from this contract must be submitted to the Texas State Library.

____
Applicant

EVALUATION SHEET

	Circle rank number if:	Multiply by		
	Response meets the standard		Weight	Score
	Partially … Completely			
1. PERCENTAGE OF POPULATION ______		x	2	______
2. NEED	0 1 2 3 4 5	x	3	______
3. OBJECTIVES	0 1 2 3 4 5	x	2	______
4. SERVICES	0 1 2 3 4 5	x	3	______
5. STAFFING	0 1 2 3 4 5	x	2	______
6. ADVERTISING	0 1 2 3 4 5	x	1	______
7. TIMETABLE	0 1 2 3 4 5	x	1	______
8. EXPENSES JUSTIFIED	0 1 2 3 4 5	x	2	______
9. LOCAL FUNDING	0 1 2 3 4 5	x	2	______
10. EVALUATION	0 1 2 3 4 5	x	1	______
11. COOPERATION	0 1 2 3 4 5	x	1	______
		Total Score		______

Recommendation: Fund Do not fund

Comments ____

____

Appendix E

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: State Institution Library Administrators

FROM: Barbara S. Crosby
Continuing Education Consultant

DATE: September 8, 1988

RE: CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS PROGRAM

The Texas State Library has money available to fund the Centralized Acquisitions for State Institutions Program. Under this program TSL allots money to each participating institution to purchase books and audio-visual materials for its resident library. Institutional Librarians select material to purchase; the State Library Technical Services Department performs all acquisition work from selecting vendors to balancing the budget.

To participate in this program, you must complete and file with the State Library two documents:

1. State Funds Expenditure Report, FY 1988
2. Survey of Library Services to Residents, FY 1988

Submitting these forms automatically earns $400 for your institution. If you report state funds expended on library materials for residents during FY 1988, your institution will receive an additional allotment determined by a matching fund grant formula.

I have mailed these forms to the person responsible for your resident library. I hope you will support that person in the difficult job of collecting information to complete the grant application. If you have any problems or questions, please call me at 512/463-5476.

You will receive, in early November, notice of your allotment and instructions and forms for ordering material, if you return the completed application to me by October 15.

Please Note: Return these forms by OCTOBER 15, 1988 to:

Barbara S. Crosby, Special Services Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Data Processing	(512) 463-5481	Records Management	(512) 454-2705
Blind and Physically Handicapped	(512) 463-5458		

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

STATE FUNDS EXPENDITURE REPORT
September 1, 1987 - August 31, 1988

Please report only state funds expended for library services to residents. Do not include federal funds; do not include state library grant funds; do not include grant funds of any kind; do not include donations. Report agency funds expended for library services to residents.

If your institution expended no state funds on the resident library, put zeroes in the column below and return this form anyway. The Centralized Acquisitions program grants $400 to every institution that submits an application.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1988 FOR

______________________________, ______________________
(Name of Institution) (Agency)

Salaries and Wages. . . . . $ ____________

Books and Periodicals . . . . $ ____________

Audiovisual Materials . . . . $ ____________

Office Equipment. . . . . $ ____________

Audiovisual Equipment . . . . $ ____________

Other Expenses. . . . . $ ____________

Contracts (please specify). . . . . . $ ____________

____

TOTAL $

NAME (signature) ____________ SUPERVISOR ____________

NAME (typed or printed) ____________ SUPERVISOR (typed or printed) ____________

TITLE ____________ TITLE ____________

Please return one signed copy of this report by October 15, 1988 to Barbara S. Crosby, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS

September 1, 1987 - August 31, 1988

Note: To be eligible to receive an acquisitions grant for FY 1989 the institution must submit this survey to the Texas State Library by October 15, 1988.

NAME OF INSTITUTION ____________

AGENCY ____________

NUMBER OF RESIDENTS (exact figure) ____________

TYPE OF FACILITY ____________

CHARACTERISTICS OF RESIDENTS SERVED

Please check the category or categories which best describe your residents.

Mentally Retarded ________
Blind or Visually Impaired ________
Physically Handicapped ________
Deaf ________

Chronically Ill ________
Mentally Ill ________
Delinquent ________
Prisoners ________
Other (Describe) ________

Please give exact figures, or your best estimate of the number of residents who belong to the following age and ethnic groups.

Ages 0 - 4 ________
5 - 13 ________
14 - 24 ________
25 - 64 ________
65 + ________
TOTAL ________

Native American ________
Oriental ________
Black ________
White ________
Spanish-Speaking ________
Other________ ________
TOTAL ________

I. LIBRARY SERVICES

A. Facilities

1. Does the institution operate or provide a library

for residents? YES ____ NO _____ In what DEPARTMENT? __________

for staff? YES ____ NO _____

Are these separate libraries? YES ____ NO _____

2. If the institution operates a resident library, do the library's existence and purpose have any formal documentation?

Selection policy? _____ Procedure manual? _____

Statement of intent? _____ Other? (Specify) ___________________

3. Where is the library located? Bldg.____________Dept. ____________

4. How large is it? Number of sq. ft. ________________

Number of seats _________________

B. Library Staff

1. Name of person responsible for library__________________________

2. Title__________________________

3. State Classification Job Title*__________________________

4. Number of hours per week assigned to library__________________________

5. Annual Salary__________________________

6. Education background__________________________

a) Highest grade or degree__________________________

b) Number of library science credits__________________________

7. Number of residents working in library__________________________

8. Number of volunteers working in library__________________________

9. Number of paid staff working in library__________________________

*For example: Clerk III; Therapist Technician II; Librarian I.

C. Library Budget

Please list money spent or resident library from the following sources.

State Funds

from institution overall budget, or $______________

from department budget, or $______________

from library budget (if any) $______________

TOTAL State funds $______________

D. Library Programs/User Services

1. How frequently may residents visit the library?

____

Total hours per week library is open to residents ________

2. If some residents are not able to visit the library, how is service provided?

____

3. How do residents provide feedback on library services?

____

4. Are materials not owned requested for residents on interlibrary loan?

YES______ NO______

Number of requests per year______________________________

5. Are the following library services offered to your residents?

Information and Reference Service YES______ NO______

Library Orientation YES______ NO______

Reader Guidance YES______ NO______

Booklist Preparation YES______ NO______

Book Cart and Bedside Book Delivery YES______ NO______

6) Does the library provide the following programs for residents?

Exhibits and Displays YES______ NO______
Book Talks to Groups YES______ NO______
Field Trips YES______ NO______
Summer Reading Club YES______ NO______
Story Telling YES______ NO______
Discussion Groups YES______ NO______
Film or Filmstrip programs YES______ NO______
Recorded Music Concerts YES______ NO______
Art or Drama Activities YES______ NO______
Current Events Programs YES______ NO______
Puppet Shows YES______ NO______
Others (specify) YES______ NO______

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines________g) 8mm projectors____________

b) 16mm film projectors_____h) Slide projectors__________

c) Screens__________________i) Overhead projectors_______

d) Filmstrip projectors_____j) Record players____________

e) Filmstrip viewers________k) Headphones________________

f) Cassette recorders_______l) Videocassette players_____

m) Other (specify)___________

F. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year _____________

b) Number of volumes added _____________

c) Number of volumes withdrawn _____________

d) TOTAL (a+b-c)

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ______________

b) Number of current newspaper subscription titles purchased ______________

c) Total number of subscriptions (including duplicates) purchased ______________

d) Number of donated books used ______________

e) Number of donated periodicals used ______________

3. Non-Book Materials (Please count by physical item: reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ______________

b) Book Circulation Total ______________

c) Periodicals Circulation Total ______________

d) GRAND TOTAL CIRCULATION ______________

II. LIBRARY NEEDS

1. Please describe what are perceived to be the greatest needs of the library program.

2. Do you have a particular need or problem you would like the Texas State Library institutional consultant to provide aid and information about?

3. When is a convenient time for the TSL consultant to visit you?

____
Signature of person completing this form

____
Printed or typed name of person completing this form

____
Position of person completing this form

______________________ _________________
Telephone number Date

Appendix F

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Directors of Major Urban Resource Libraries (MURLs)

FROM: Dick Getz, MURLs Project Manager

DATE: January 15, 1988

SUBJECT: MURLs Grant Program for SFY 1989

Attached to this memo you will find the guidelines for the Texas State Library's MURLs Grant Program for SFY 1989. The program, as described in the guidelines, is very similar to the grant program in which most of you are currently participating.

Please note that we are requiring a Notice of Intent to apply be sent to us by April 1, 1988. The application itself will be due on May 1, 1988.

I would be happy to consult with you or with members of your staff concerning any aspect of the MURLs Grant Program for SFY 1989. Please feel free to contact me (512/463-5532) with your questions.

Enclosure: FY 89 MURLs Grant Guidelines

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Data Processing	(512) 463-5481	Records Management	(512) 454-2705
Blind and Physically Handicapped	(512) 463-5458		

TIMETABLE
for
SFY 1989 MURLs GRANT PROGRAM

January 2, 1988	Application guidelines mailed.
April 1, 1988	Notice of Intent to apply due at the Texas State Library.
May 1, 1988	Applications due at the Texas State Library.
June-July, 1988	Texas State Library and Archives Commission approves grant awards. Contracts mailed to approved applicants.
September 1, 1988	Program begins.
December 30, 1988	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
March 27, 1989	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
June 26, 1989	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
September 25, 1989	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
November 30, 1989	All obligations to be liquidated. Final Financial Status Report due at the Texas State Library.
(180 days following close of municipal fiscal year)	Single Audit due at the Texas State Library.

APPLICATION GUIDELINES
SFY 1989 MURLs GRANT PROGRAM

I. Program Description

The MURLs Grant Program is designed to implement the provisions of the Library Services and Construction Act, Title I, as amended in 1984. Section 102, subsection (a), clause (3) of the Act stipulates that a portion of Title I may be used "for supporting and expanding library services of major urban resource libraries which, because of the value of the collections of such libraries to individual users and to other libraries, need special assistance to furnish services at a level required to meet the demands for such services." The Act goes on to state that "no grant may be made under clause (3) of this subsection unless the major urban resource library provides services to users throughout the regional area in which the library is located." Subsection (c) of Section 102 stipulates that libraries receiving MURLs grants must be located in cities having populations of 100,000 or more. Subsection (c) also stipulates the minimum percentage of Title I funds to be used to make MURLs grants.

In accordance with the provisions of LSCA as interpreted by the Department of Education, the Texas State Library will make grants to Texas public libraries meeting the following criteria:

1) be a public library in a city of 100,000 or more according to the most recent U.S. Census figures or U.S. Census estimate;

2) have a collection of 100,000 or more book volumes;

3) allow any person on-site use of the collection or reference services of all library facilities without charge; and

4) provide verification that services have actually been provided without charge to persons living outside the local political subdivision(s) that financially support(s) the library.

II. Application Procedures

A. Notice of Intent: MURLs are required to submit a Notice of Intent to apply for a MURLs grant to the Texas State Library by April 1, 1988.

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The Notice of Intent form is included in these guidelines as Appendix A. Besides providing notification of intent, the form will also provide the Texas State Library with the performance measures being considered to document services to non-residents. MURLs submitting Notices of Intent will subsequently be provided with notification of the amount of funding for which they may apply, taking into account the MURLs which chose not to submit Notices of Intent.

B. Application for Assistance: The application for the MURLs Grant Program in SFY 1989 will be due at the Texas State Library on May 1, 1988. The application must be in accordance with OMB Circular A-102, Attachment M and the Uniform Grant and Contract Management Standards issued in August, 1982 by the Governor's Office of Budget and Planning. To be in compliance with Attachment M, the following standard forms (provided as Appendix B) must be used in making application for the MURLs Grant Program:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the MURL city or county. Portions of the form have been filled out or marked "NA". Note the following variances from the instructions printed on the Standard Form 424:

   a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office. State Vendor ID Numbers are listed for each MURL city in Appendix C.

   b. Blocks 10,11. List the name of the library system of which your library is a member and the population served by that system (See Appendix D for Populations Served by Regional Library Systems in SFY 1987).

   c. Block 13. Subsequent to March 1, 1988, you will be notified of the amount of MURLs grant funding for which you may apply for SFY 1989.

   d. Block 23. This block should bear the signature of the city manager, mayor, county judge, or other official of city or county government who is empowered to enter into agreements binding upon the MURL.

   e. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III, Budget Information. This form must be completed in its entirety except for the blocks and sections which are designated as "Not Applicable." In Section A, lines 1 and 5, and columns a, e, and g should be used to indicate the level of funding requested.

In Section B, a detailed grant budget should be provided under columns 1 and 5. Any allowable cost which is necessary to carry out the purposes of the MURLs Grant Program (i.e., services to non-residents) may be budgeted for in Section B. Unallowable costs, which may not be budgeted for in Section B are as follows:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement are not chargeable to another grant agreement

In completing Section B, costs should be assigned to the categories shown in the left-hand column. Library materials should be assigned to category (e), "Supplies." Questions about the assignment of costs to the categories in Section B may be referred to the MURLs Project Manager at the Texas State Library.

In making applications for a MURLs grant, you may subtract audit costs and indirect charges from the total amount of funding available for your library and include them as separate budget items in Section B. Audit costs should be assigned to category (f), "Contractual". Indirect charges should be budgeted for in (j). Audit procedures are described in Part IV. of these guidelines.

The following types of costs may be budgeted for in Section B, but their purchase requires specific prior approval of the Texas State Library. This prior approval would be specified in the MURLs grant contract. Prior approval costs include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES (including audits)
- PROPOSAL COSTS

Any prior approval costs included in the grant budget (Section B) must be itemized in Section F (see below).

Program income (line 7 of Section B) is defined as income earned by the grantee as a direct result of grant supported activities. Any anticipated program income should be shown in line 7.

Section C is not applicable to the MURLs Grant Program.

In Section D, indicate on line 13 and 15 the anticipated expenditure of grant funds over each quarter of SFY 1989.

Section E is not applicable to the MURLs Grant Program.

Under Section F, Other Budget Information, the applicant is required to provide clarification if indirect charges will be claimed by the city or county in #22. Indirect charges may be charged to the grant at the rate currently stipulated in the city or county's indirect cost plan. If the city or county does not have an indirect cost plan, then indirect charges must be based on the Indirect Cost Computation Table (Appendix E). Please indicate in Section F the basis or rate used to compute the indirect charges shown in Section B. Under #23, "Remarks" applicants must itemize all prior approval costs included in the MURLs grant budget (e.g., audits, equipment). The itemization should include the number of items to be purchased (where applicable), their unit cost (where applicable), and the total cost of the prior approval item(s). Attach an additional page to Part III if necessary.

4. Application for Assistance, Part IV., Program Narrative. In writing a Program Narrative, applicants must adhere to the format specified in the Instructions to Part IV. The Program Narrative must also include all of the information stipulated in the Instructions to Part IV. Of particular importance is Section 3b. of the Program Narrative in which the applicant must make quarterly projections of program accomplishments. These statistical projections might include, for example, the number and kinds of library materials purchased with MURLs funds, in addition to the number and kinds of services provided to non-residents during the quarter. In Section 3c applicants will need to describe the methodology they will use to gather data on services to non-residents. In Section 4 applicants should indicate the regional library system of which they are a member. Applicants may omit Section 5, which is not applicable to the MURLs grant program.

5. Application for Assistance, Part V., Standard Assurances. Each governing authority of a MURL must also certify compliance with the Standard Assurances, Part V. of the Application. These assurances are mandated by both the state and federal government. You are not required, however, to return the Standard Assurances. When the appropriate official signs block 23 of Standard Form 424, the official is certifying that the city or county will comply with all five parts of the application, including the Standard Assurances.

IV. Program Administration Requirements

A. Introduction
In accepting a MURLs Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards of the State of Texas. The Library Development Division of the Texas State Library has prepared a Guide to Uniform Grant and Contract Management Standards: A Procedures Manual for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants. All recipients of Texas State Library grants will receive a copy of the Procedures Manual. The following information summarizes the grantees responsibilities in administering MURLs Grants.

B. Performance Reporting
Participants in the MURLs Program must make Quarterly Performance Reports which indicate progress made toward meeting performance objectives relating to materials purchased with grant funds and services provided to non-residents. The performance objectives will be based upon quantitative information submitted in this regard in Part IV. of the Application for Assistance (see above). A form will be provided for participants to make their Quarterly Performance Reports. Reports will be due at the Texas State Library on December 30, 1988, March 27, 1989, June 26, 1989, and September 25, 1989.

C. Time and Attendance Records

The subgrantee must keep and retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. This topic is discussed on pages 13-17 of the Guide to Uniform Grant and Contract Management Standards.

D. Record Retention
The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

E. Property Management
Property can only be acquired if specific prior approval is given in the grant contract. The following guidelines summarize the major rules governing property management:

- Each project must submit and maintain an inventory of all nonexpendable personal property (including library materials) having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Inventory reports must be filed with the Texas State Library within 30 days of property receipt. Forms are provided to grantees for this purpose.

- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

- Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N, and Texas statutes regarding property accounting. This topic is discussed on page 57 of the Guide to Uniform Grant and Contract Managementwn Standards.

- The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O. This topic is addressed in more detail in the Guide to Uniform Grant and Contract Management Standards, pp. 60-62.

F. Grant Payments

To draw funds against their contract accounts, MURLs subgrant contractors must submit to the Texas State Library a completed form 270, "Request for Advance or Reimbursement," to cover projected expenses for an appropriate period of time. The subgrantee may request funds in advance of expenditures, but only for those expanditures which are anticipated to become due within 30 days of receipt of funds.

G. Budget Revision Procedures

MURLs subgrantees must request a budget revision:

1. When cumulative transfers exceed 5% of the total contract amount.

2. When there is a change in the scope of the program or method of implementing the project, including a change in project objectives.

A budget revision request may be made by letter to the Texas State Library. If a revision under number 1. above is requested, modification of the contract is necessary through a letter of concurrence initiated at the Texas State Library and signed by the appropriate subgrantee governing official.

H. Standards for Financial Management Systems

OMB Circular A-102, Attachment G, delineates financial management standards applicable to the MURLs Grant Program.

I. Financial Status Reports

Financial Status Reports must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1, 1988 - November 30, 1988	December 30, 1988
December 1, 1988 - February 29, 1989	March 27, 1989
March 1, 1989 - May 31, 1989	June 26, 1989
June 1, 1989 - August 31, 1989	September 25, 1989
September 1, 1989 - November 30, 1989	November 30, 1989

J. Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, 1989. All obligations are to be liquidated by November 30, 1989. The final audit is due at the Texas State Library 180 days following the close of the local fiscal year. OMB Circular A-102, Attachment L, gives additional guidelines.

K. Audit Requirements

1. The cost of the audit of grant funds is an allowable expense if provided for in the contract. An audit will be required to verify that all grant monies were expended and/or obligated as of August 31, 1989, in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1989.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

3. Recipients of MURLs grants must submit a single audit if the local governmental unit received $25,000 or more in federal funds during the fiscal year. The audit report must:

   a. Identify each grant by its unique contract number.

   b. Be conducted in accordance with the provisions of OMB Circular A-128, "Audits of State and Local Governments".

   c. Be received no later than 180 days following the local fiscal year during which the grant was received.

L. Audit Appeals

If a subgrantee wishes to appeal an audit exception, the appeals procedure outlined in Rule 4.12 of the Rules and Regulations for the State Library System should be followed. A copy of the procedure will be provided to subgrantees as a part of their contract packet.

Attachments

Appendix A: Notice of Intent to Apply for a MURLs Grant
Appendix B: Application for Assistance Forms and Instructions
Appendix C: State Vendor ID Numbers
Appendix D: Indirect Cost Computation Table

GENERAL INFORMATION AND PREAPPLICATION GUIDELINES
TITLE II, CONSTRUCTION PROGRAM
OF THE
LIBRARY SERVICES AND CONSTRUCTION ACT

Texas State Library
December, 1988

TIMETABLE
for
FFY 1989 LSCA Title II Grant Program

December 1, 1988	Guidelines and preapplications available to public libraries upon request.
May 1, 1988	Preapplications due at the Texas State Library.
June, 1988	Texas State Library and Archives Commission selects recipients of Title II grants. Applications mailed to selected recipients.
July 1, 1988	Applications due at the Texas State Library.
August 31, 1988	Contracts are signed between recipients and the Texas State Library.
August 31, 1991	All grant funds must be expended by recipients.
November 30, 1991	Final audit of grant funds due at the Texas State Library.

GENERAL INFORMATION AND PREAPPLICATION GUIDELINES
Title II, Construction Program
of the
Library Services and Construction Act

I. INTRODUCTION: The Texas State Library announces the availability of public library construction grant funds appropriated under Title II of the Library Services and Construction Act. This application packet provides general information about the grant program and guidelines for preapplication for Title II grants.

II. GENERAL CRITERIA FOR GRANT AWARDS:

A. Established libraries submitting applications must meet the criteria established by the Texas State Library for membership in the Texas Library System.

B. Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

C. If the proposed application is for the construction, purchase, an addition to, or remodeling of a main library, the facility must meet the minimum gross square footage requirements set forth in Wheeler and Goldhor's Practical Administration of Public Libraries, 1981. However, the table below from Wheeler and Goldhor has been modified to permit construction of a facility no smaller than 5,000 square feet.

POPULATION SIZE**	GROSS SQUARE FEET PER CAPITA
Under 10,000	.7 or 5,000 sq. ft., whichever is greater.
10,000 - 34,999	.6
35,000 - 99,999	.5
100,000 - 199,999	.4
200,000 - 499,999	.35
500,000 and up	.3

** Population size will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

D. If a proposed facility cannot meet the minimum requirements set forth in C above, the Texas Library Association's Standards and Guidelines for Texas Public Libraries, 1983, may be used. However, no facility less than 5,000 square feet will be recommended for funding.

E. If the proposed application is for construction, purchase, remodeling or addition to a branch, the branch may be no smaller than 5,000 square feet.

F. The maximum grant award which may be applied for will be in accordance with the following table:

Population** Size	Maximum Grant for Main Library Construction or Purchase	Maximum Grant for an Addition to Existing Main Library	Maximum Grant for Branch Construction, Purchase or Addition	Maximum Grant for Remodeling of Existing Facility
Under 10,000	$100,000	$ 50,000	$ -0-	$ 25,000
10,000 - 34,999	$200,000	$100,000	$ -0-	$ 50,000
35,000 - 99,999	$300,000	$150,000	$100,000	$ 75,000
100,000 - 199,999	$400,000	$200,000	$100,000	$ 75,000
200,000 and up	$500,000	$250,000	$100,000	$ 75,000

** Population size will be based upon the library's service area for State Fiscal Year 1988, as assigned under the Rules for Administering the Library Systems Act.

G. All local funds (from governmental or private sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

H. Applicants must show a match for the LSCA Title II grant at least euqal to the amount of the grant. Project cost may include in-kind contributions, as long as applicants are able to furnish adequate documentation for computing the cost in accordance with Attachment F, Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments."

I. No more than one construction project per applicant will be approved for funding.

J. There is no prohibition from awarding more than one Title II grant to libraries within a particular county, so long as the grants are awarded to different governmental entities. Members of federated library systems may apply for Title II grants. Their population will be determined as the municipal population plus a prorated portion of the county's population, as specified in Rule 1.71 of the Rules for Administering the Library Systems Act.

K. A Title II grant will not be awarded to libraries which evidenced poor performance on past state-funded Title I, Title II, and Title III projects, as measured by timely and complete adherence to all fiscal and program requirements.

L. Applicants must notify the appropriate State Planning Region or Clearinghouse of their intent to apply for a construction grant and to forward a copy of the preapplication for comment and review on same from the Region or Clearinghouse to the State Library.

M. All grant administration policies will be based on Office of Management and Budget Circular A-87, A-102, and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to federal rules and regulations in 34 CFR 770, 34 CFR 76, 34 CFR 74 (particularly Procurement Standards), 34 CFR 75.600-616 under authority of the Library Services and Construction Act, as amended. A number of these compliances are listed in Appendix A of this document.

N. In addition to the final audit and periodical expenditure data, Title II grant recipients will be required to furnish the State Library copies of the following documents:

    (1) Library Building Program, developed by the library building consultant;
    (2) Site survey drawing;
    (3) Soil investigation or exploration report;
    (4) An opinion signed by a legal counsel describing the interest the applicant has or will have in the site and certifying that the estate or interest is legal and valid;
    (5) A set of preliminary and final plans and specifications;
    (6) Preliminary and final furniture, equipment, and shelving requirements;
    (7) Name and address of project architect;
    (8) Name and address of library building consultant;
    (9) Tabulation of all bids;
    (10) Copies of all contracts.

III. PREAPPLICATION PROCESS FOR GRANT AWARDS:

The timetable listed on page 1 of these guidelines provides important dates in the selection process for grant awards. Preapplications must be postmarked no later than May 1, 1988 to be considered for an FFY 1989 grant award. Preapplications will be rated according to a system which awards points based on four criteria. These criteria are: 1) Whether the proposed facility will serve an unserved or recently unserved county; 2) The type of construction project proposed; 3) The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and 4) The percentage of the estimated project cost to be paid for with local funds which is available at the time of pre-application.

The rating system, based on the four criteria, will be as follows:

1. UNSERVED COUNTY - 10 points.

The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of or addition to an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 point maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) meet the Texas Library Association standard?

A.	0 - 10 percent of standard	50 points
B.	11 - 20 percent of standard	45 points
C.	21 - 30 percent of standard	40 points
D.	31 - 40 percent of standard	35 points
E.	41 - 50 percent of standard	30 points
F.	51 - 60 percent of standard	25 points
G.	61 - 70 percent of standard	20 points
H.	71 - 80 percent of standard	15 points
I.	81 - 90 percent of standard	10 points
J.	91 - percent of standard	5 points

4. FUNDING AVAILABLE - 50 point maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication?

A.	90 - 100 percent of local funding available	50 points
B.	80 - 89 percent of local funding available	45 points
C.	70 - 79 percent of local funding available	40 points
D.	60 - 69 percent of local funding available	35 points
E.	50 - 59 percent of local funding available	30 points
F.	40 - 49 percent of local funding available	25 points
G.	30 - 39 percent of local funding available	20 points
H.	20 - 29 percent of local funding available	15 points
I.	10 - 19 percent of local funding available	10 points
J.	0 - 9 percent of local funding available	5 points

Applicants should note the following with regard to this grading system:

1. The maximum points any project may be awarded is 125.

2. With reference to the "Unserved County" criterion, the term "public library" shall be defined according to Chapter A, Section 2(1) of the Library Systems Act, which reads as follows: "'Public library' means a library operated by a single public agency or board that is freely open to all persons under identical conditions and receives its financial support in whole or in part from public funds." Also, the phrase "without public library service" will carry the same definition as stipulated in Rule 1.94 of the Rules for Administering the Library Systems Act.

3. With reference to the "Library Space Needs" criterion, the Texas Library Association standard for total square footage of public library facilities is as follows:

Population served by library	Minimum space requirements
0 - 1,999	5,000
2,000 -	5,000 square feet or .75 square feet per person, whichever is greater.

The standard has been amended to be consistent with the general criterion for Title II grant projects which stipulates 5,000 square feet as the minimum size of a public library facility. The standard has also been amended to exclude portable or mobile facilities (bookmobiles, book stations, etc.) from the calculation of total square footage of public library facilities. The figure for "population served" will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act for State Fiscal Year 1988.

4. With reference to the "Funding Available" criterion, the phrase "total estimated cost to be paid for with local funds" will refer to all project costs requiring a cash outlay from local sources. In-kind contributions from local sources will be excluded from this calculation. Included in the project costs may be any allowable costs listed in the project budget (see Section IV, Preapplication Guidelines, for information on allowable costs).

5. With reference to the "Funding Available" criterion, the term "available" will refer to funds appropriated by a local government from local or Federal Revenue Sharing sources, funds deposited and readily available for the proposed project, written commitments to fund the proposed project from individuals or legally established organizations (foundations, corporations, Friends groups, etc.), authority for local governments to sell bonds or certificates of obligation to finance the proposed project, or approval of loans from government or private lending institutions to finance the project. Such funds or written commitments shall be those available at the time of preapplication.

While construction costs vary from region to region, it is important that realistic project cost estimates be submitted. These estimates should be inclusive of providing adequate funds to completely construct and equip the library building to be fully operational on opening day.

Documentation should be provided to show how cost estimates for the project were determined. Statements from an architect or building contractor that the proposed building could be constructed and equipped for the amounts estimated would be acceptable.

When all applications have been received subsequent to May 1, 1988, the State Library staff will review them for compliance with all guidelines and instructions. Applications will then be rated. Finally, the applications will be ranked according to the total points received.

The staff recommendation to the State Library and Archives Commission for funding of Title II preapplications will consist of the highest ranked preapplications, up to the limit of funds available in FFY 1989. If available funds are insufficient to fully fund a proposal after the highest ranking proposals have been fully funded, the staff will enter into negotiations with the applicant in question to determine if a lesser amount would be acceptable to both parties. If either party cannot agree to the lesser amount, the staff will open negotiations with the next applicant on the ranked list. This process will be continued until all funds are awarded.

In the event that two proposals receive identical grades, and funds are not sufficient to fund both, the staff will recommend award of the funds (if sufficient) to the applicant requesting the least amount of Title II funding. If funds are insufficient to fund this proposal, the staff will enter into negotiations with the applicant as described above. Any funds remaining after an award is made to this applicant will be cause for negotiations with the other applicant in question. If these negotiations are unsuccessful, the staff will enter into negotiations with the next applicant on the ranked list.

Once the staff has determined its recommendations, the recommendations will be documented and presented to the State Library and Archives Commission. The Commission will then act upon the staff recommendations in determining the grant awards.

IV. APPLICATION AND CONTRACTING PROCESS:

Following Commission action on award of the grant funds, successful applicants will be mailed the Application for Federal Assistance for Construction Programs along with instructions. This application will be due at the Texas State Library on July 1, 1988.

Any problems with the application will be referred by staff to the applicant. Once applications are in order, contracts will be prepared and mailed to the applicant. Contracts must be signed by August 31, 1988.

If, for any reason, an application cannot be approved or a contract cannot be executed, the preapplication selection procedures described above will be utilized to award the funds to another applicant or applicants.

V. PREAPPLICATION GUIDELINES:

The Preapplication for Federal Assistance, along with instructions, can be found in Appendix B.

The Preapplication for Federal Assistance is used to: (1) establish communications between the State Library and the applicant; (2) determine the applicant's eligibility; (3) determine the ranking of this project using the procedure outlined above; and (4) eliminate any proposals which have little or no chance for federal funding before applicants incur significant expenditures for preparing an application.

The Preapplication for Federal Assistance must be fully completed and returned to the Texas State Library by May 1, 1988. Preapplications will be reviewed by State Library staff for compliance with preapplication instructions prior to being graded and ranked.

In addition to the instructions provided with the preapplication forms in Appendix B, note the following guidelines before completing the preapplication.

1. Standard Form 424.

1.1 Question 3. An identifier number, if assigned by the regional planning commission, or council of government reviewing the preapplication, will be included in this block.

1.2 Question 6. The catalog number in the Catalog of Federal Domestic Assistance for the LSCA Title II project is 84.154.

1.3 Question 20. Please cite "The Texas State Library and Archives Commission, Box 12927, Austin, Texas 78711" in the block as the agency to receive the request.

1.4 Question 23. This block should bear the signature of the city manager, mayor, or county judge who is empowered to enter into agreements binding upon the city or county government.

1.5 Question 24-38. Omit this section.

2. Part II.

2.1 Question 1, 2, 4, and 5 in all probability will not pertain to your application.

2.2 Question 3. Each preapplication must be reviewed by the appropriate regional planning commission, or council of government. Comments from the council of government must be directed to the Texas State Library.

2.3 Question 6-10 must be completed by the applicants, in accordance with the instructions on the form.

3. Part III. Project Budget.

3.1 Furnish in Part III your proposed budget for the building project. Include other federal funds for which you are applying, as well as grants or gifts you are actively seeking from individuals, organizations, corporations, and foundations.

3.2 The Library Services and Construction Act requires that LSCA Title II funds be matched on a dollar to dollar basis. In order to satisfy this matching requirement at the state level, the State Library is requiring that each grant recipient expend an amount in cash at least equal to the amount of the federal grant. The cash match can be from a foundation grant; gifts from citizens, corporations or organizations; Friends of the Library donation; revenue-sharing funds; FHA loan; revenues from the sale of bonds or certificates of obligation, locally-appropriated funds; or combination of the above. There is no date mandating when the required matching funds must be available. If the matching requirement is not met, as determined by the audit, the local government will have to refund all or a portion of the federal LSCA grant. While Federal revenue-sharing funds to cities and counties and Federal Housing Authority (FHA) loans may be used by applicants as matching funds for the construction grant, as indicated above, no other federal funds may be used as matching funds.

3.3 Allowable Costs

The following costs may be paid from LSCA Title II funds in accordance with the Library Services and Construction Act:

a. Erection of new buildings to be used for public library facilities.

b. Expansion, remodeling, and alteration--as distinguished from maintenance and repair--of existing library buildings or buildings to be used for public library purposes.

c. Expenses--other than interest and the carrying charges on bonds--related to the acquisition of an existing building or of land on which there is to be construction of new buildings or expansion of existing buildings to be used for public library buildings.

d. Site grading and improvement of land on which these facilities are located.

e. Architectural, engineering, and inspection expenses incurred after site selection.

f. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility. This equipment includes all necessary building fixtures and utilities, office furniture, and public library equipment. An applicant may not include the cost of books or other library materials.

3.4 Indirect Cost Reimbursement

The local government administering the grant funds may claim reimbursement from grant funds for administrative expenses incurred if such reimbursement is in accordance with OMB Circular A-87.

3.5 Effective Date of Project

The effective date of a library construction project is no earlier than the date of state agency approval. Expenditures by local applicants for architect fees, site acquisition and preliminary planning costs of an approved project, made prior to the date of state agency approval are eligible as matching funds, but only if made within three years prior to the date of contract.

3.6 Supplemental Funds

Most federal programs do not allow local funds used to match one federal program to be used again to match another federal program. Each applicant must determine the specific matching requirements of the federal programs from which funding is sought and ensure that these requirements are fully met.

In accordance with 34 CFR 76.760, the following guideline prevails:

An applicant may use funds under more than one federal library program to support different parts of the same library construction project, if it meets the following requirements:

a. The applicant complies with the requirements of each federal grant program with respect to the part of the project assisted with funds under that program, and

b. The applicant has an accounting system that permits identification of the costs paid for under the library construction project.

3.7 Questions 1-10 on the Project Budget

a. Identify in questions 1-5 all the federal grants you are seeking or have already secured. Federal LSCA grant funds should be identified in this section; grant awards varying for different sizes of libraries and different types of projects are included in the attached General Information for LSCA Title II Construction Grant Program.

   The catalog number for the LSCA Title II construction program is 84.154.

b. Question 7 refers to estimated amounts of state-appropriated funds for which funding is sought. Since Texas has no state funds available for public library construction, a zero should be placed in the space available for your answer.

c. Question 8 requests the amount of funding, including the value of in-kind contributions, which the local government is contributing to the project. Local contributions may include revenues from the sale of bonds or certificates of obligation, revenue-sharing funds, city or county appropriated funds, or combination of the above. If the response to this question contains any in-kind contributions, documentation supporting the in-kind contributions must be furnished in Part IV, Program Narrative.

d. Identify in question 9 the amount of financial assistance, including the value of in-kind contributions, anticipated from non-governmental sources, such as foundations, monetary gifts from citizens or organizations, Friends of the Library groups, etc. Since the State Library must determine whether the cash matching requirement is met, it is necessary that any in-kind contributions be documented fully in Part IV, Program Narrative.

e. The Total given for question 10 should equal the total given on Standard Form 424, question 13(f).

4. Part IV. Program Narrative

4.1 Include a brief description of the need, objectives, method of accomplishment, geographic location of the project, and the benefits expected to be obtained from the federal assistance.

4.2 Identify the type of building project you are planning--new construction, purchase of a facility, renovation of an existing facility, or expansion of an existing facility. Identify whether the project is for a central library or branch. Include information about the current gross square feet of the applicant's central library and each branch facility. Also include information about the anticipated increase in square feet resulting from this construction project.

4.3 Include documentation of any in-kind contributions claimed from local government or other contributors. Guidelines for computing the value of in-kind contributions are contained in Attachment F, OMB Circular A-102, "Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments."

4.4 Include documentation of the amount of funds available for the project at the time of preapplication (May 1, 1988). For a definition of "funds available" see Section III of these guidelines.

4.5 Include a project timetable for the construction project, indicating estimated dates by which funds will be available, date by which the library building program will be completed by a library building consultant, and the date by which preliminary drawings and specifications are to be ready. The applicant should also estimate the dates for beginning and completing construction. The construction contract must be signed within one year following grant receipt, and the project must be completed within three years following grant receipt.

4.6 Include the names of your state senator and state representative.

If questions arise during the process of completing the Preapplication for Federal Assistance, do not hesitate to contact the following person for assistance.

William D. Gooch
Director and Librarian
Texas State Library
Box 12927, Capitol Station
Austin, TX 78711
512/463-5460

Attachments

Appendix A	Standard and Supplemental Assurances
Appendix B	Preapplication for Federal Assistance

Appendix H

LIBRARY SERVICES AND CONSTRUCTION ACT

TITLE III

INTERLIBRARY COOPERATION

GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
November 1986

TIMETABLE
for
SFY 1989 LSCA Title III Guidelines

November, 1987	Application guidelines mailed.
April 1, 1988	Applications due at the Texas State Library.
May, 1988	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1988	Applicants notified of staff recommendations to Commission.
June-July, 1988	Texas State Library and Archives Commissioh approves grant awards.
September 1, 1988	Projects begin.
December 30, 1988	Financial Status Report Evaluation due at Texas State Library.
March 26, 1989	Financial Status Report Semi-Annual Evaluation Report due at the Texas State Library.
June 26, 1989	Financial Status Report due at the Texas State Library.
August 31, 1989	Projects end; all funds to be obligated.
September 25, 1989	Financial Status Report and Final Evaluation Report due at the Texas State Library.
November 30, 1989	Final Financial Status Report due at the Texas State Library.
February 1, 1990	Final Audit Report - Individual Grants Audit due at the Texas State Library.
	Single Audit - 180 days following close of fiscal year (cities or counties only).

I. Title III Program Description

A. Purpose and Scope

LSCA Title III grants may be used:

for planning for, and taking other steps leading to the development of, cooperative library networks; and for establishing, expanding, and operating local, regional, state and interstate cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center. (Library Services and Construction Act, Title III, as amended).

The Texas State Library seeks to provide funding whereby improved information services at two or more types of libraries can be made available through demonstration grants. Objectives are:

1. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

2. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral of significant and valuable resources.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate low cost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

   (Objectives 2-9 are adaptations from the National Commission on Library and Information Science's National Program, Second Draft, Revised, pages 95-96, September 15, 1974, Washington, D.C.)

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

B. Definitions

Title III Subgrants are awards of federal funds to libraries or other organizations for performance of specific activities. The Texas State Library administers the subgrants.

For the purposes of this grant, there are four "types of libraries": public libraries, academic libraries, school libraries, and special libraries. Public libraries must hold current membership in the Texas Library System. Academic libraries are those libraries operated by colleges or universities; this includes religious, vocational, and junior colleges. School libraries are those operated by or for school districts, including Education Service Centers. Special libraries are those operated by organizations which are not local governments, schools, or academic institutions.

C. Eligible Projects

Projects which involve two or more "types of libraries" in demonstrating cooperative activities are eligible for funding consideration.

Generally, it is not the intent of the LSCA Title III program to provide continuing operational funds beyond the initial demonstration period. The renovation or building of facilities is not an allowable expense. Equipment and vehicle purchases may be allowable expenses (see Section V B(1) of these guidelines). Library materials (i.e., books, periodicals, audiovisuals, etc.) may not be purchased with LSCA Title III funds.

Proposals from state agencies, state colleges or universities or any other agency that will require an Interagency Cooperation Contract are subject to prior approval by the State Purchasing and General Services Commission. Interagency contracts may not be used to purchase capital outlay items. Services, supplies, or materials for another agency which are required by Section 21 (constitutional items) of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder, and services for a period transcending the current biennium may not be included in an interagency contract. Interagency agreements in excess of $2,500 must be approved by the State Purchasing and General Services Administration.

D. Eligible Applicants

LSCA Title III subgrants and contracts may be awarded to the city or county governing authorities of Texas system member public libraries, academic institutions, special libraries, school districts, consortia of libraries, and organizations of libraries. Documentation must be included with the grant application indicating that two or more types of libraries will significantly participate in and be impacted by the proposed project. Applicants must discuss in detail the involvement of and the benefits accruing to the participating libraries; because these funds are designated for library projects, the role of and benefits to each type of library (as opposed to the governing institution) should be discussed in the program narrative.

E. Funds Available

A total of $471,425 is expected to be made available in LSCA Title III funds in SFY 1989 for subgrants. There is no specific allocation formula within Texas, and no predetermined limitation on the amount per project. Because only proposals which are deemed to be of sufficient quality will be recommended for funding, some of the funds may remain ungranted.

F. Length of Projects

Funding for projects will be for a 12 month period coinciding with state fiscal year 1989 (September 1, 1988 - August 31, 1989). There is no minimum length of time for project operation; however, grant funds may be obligated only during this 12 month period.

G. Criteria for Award

The following criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

In addition to assigning the following points to each proposal, LSCA Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If a sufficient number (generally, two-thirds) of the reviewers so indicate, the proposal will not be recommended for funding.

1) Needs

Documentation of need and inadequacy of present responses to the need.

	Points	
a.	0 - +3	description of a significant need
b.	+1	explanation of inadequacy of current responses
c.	+1	explanation of how these needs and responses were assessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2) Purpose

	Points	
a.	0 - +5	clear statement of purpose for proposed program
b.	0 - +10	relevance of proposal to Title III purposes
c.	+2	program purpose clearly related to the identified needs

3) Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, letters of concurrence with projects' objectives, costs, etc.
b.	0 - +3	potential for utilizing project results in other projects (+1 fair, +2 good, +3 excellent)
c.	0 - +5	relationship of the project to other library developments; priority in scope will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +3	degree to which project concept is innovative and workable

4) Budget

	Points	
a.	0 - +6	degree to which expenses for staff, equipment, and operating costs are justified and appropriate for the tasks proposed
b.	0 - +4	local in-kind support or cash support
c.	0 - +4	costs are appropriate to amount of services provided; cost per unit of service is reasonable

5) Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

6) Plan of Operation

	Points	
a.	0 - +5	a timeline specifying when critical events must be completed within the grant period
b.	0 - +2	an organization chart or narrative that describes relationship of project staff to one another and to library management structure
c.	0 - +2	a description of facilities, equipment, and/or library materials, needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	0 - +3	a description of the method of reporting project status to governing authority

7) Plan for Evaluation

	Points	
a.	0 - +6	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

8) Publicity Plan

Points	
0 - +2	adequate plan for publicizing the results of the project

9) Other

Points	
0 - + 2	abstract of proposal is included
0 - + 12	Council members may award additional points at their discretion

II. Application Guidelines

A. Application Schedule

Applications for Title III subgrants should bear postmarks no later than April 1, 1988.

B. Number of Copies

Applicants are required to submit the original and two copies of their proposal. The State Library will produce the 13 additional copies needed for the proposal reviewers. If it is possible for applicants to submit additional copies, it will be very much appreciated.

C. Application Procedure

Application for Federal Assistance forms must be used to apply for Title III subgrants. This form is included in this application packet as Appendix B.

Part I - Standard form 424 is the standard cover form for Federal applications and includes instructions for completion of the application. Sections I and II of Part I have to be completed by the applicant. The State Library has already completed those boxes which are general to all Title III applications; the remaining boxes have to be completed with specific information pertaining to the individual application. In Block 5, the "State Vendor Identification Number" which is assigned by the Texas State Comptrollers' Office, must be substituted for the "Federal Employer Identification Number." Block 23 must be signed by an official who has authority to enter into contractual agreements.

Part II - Project Approval Information may be disregarded as it is not applicable to Title III applications.

Part III - Budget Information must be completed in its entirety except for the blocks which are designated as "NA." All costs must be categorized into the object class categories listed in Section B. If necessary, the library's expense codes have to be collapsed to fit these budget categories. Indicate in Section F - Other Budget Information, number 22, the basis or rate used to complete the indirect cost charges in Section B (j). (See also Section VI. D.(3) of these guidelines.) Also in Section F under 23 - Remarks, itemize all costs for equipment, data processing and professional services.

Part IV - Program Narrative. Although the instructions provided on this form will be helpful, it is strongly recommended that the program narrative be organized to follow the major headings and criteria set forth in Section I. G. of these guidelines. Reviewers have requested that the narrative be double-spaced. An abstract, which summarizes the key points of the proposed project must precede the program narrative. Abstracts should not exceed one paragraph in length, and should be informative and descriptive without delving into excessive detail. Each library or institution participating in the project must indicate its concurrence with the project as part of the Program Narrative. Signed letters of concurrence are required to verify the participation of two or more types of libraries in the project; such letters are not required for each member of an organization, consortium, or system of libraries if the applicant organization represents more than one type of library.

Additional application forms are available from the Texas State Library, Library Development Division, Box 12927, Capitol Station, Austin, Texas 78711.

D. Guidelines for Application Development

The following suggestions have been developed on the basis of the experiences of the SFY 1987 and 1988 granting process:

1. It is highly recommended that you contact the State Library early in your planning cycle. The State Library staff can help you by suggesting different ways to strengthen your project. You may reach the Title III Grant Coordinator by calling (512) 463-5534.

2. Think your project idea through. It is not essential that your project be highly innovative. However, the reviewers will not think highly of funding a project which is part of your library's basic mission.

3. Secure the active involvement of the libraries with which you are cooperating. Do not plan the whole project by yourself and then find another type of library to sign off on the proposal. The LSCA Council reviewers have indicated that they will look unfavorably on projects which appear to really only benefit one of the participating libraries.

4. Keep the program narrative brief and to the point. Avoid being overly wordy or repetitious. Each of the reviewers will read all of the proposals, so they will appreciate your brevity.

5. Avoid technical or educational jargon. A number of the LSCA Council members are not librarians, so write your proposal so that it is clear, understandable, and readable. You may want to include a glossary of technical terms with your application.

6. Excessive appended materials and letters of support should be avoided. If your project idea is clearly explained in the proposal, you should not need to attach extra materials. Council members have indicated their dislike of having to wade through lengthy appendices.

7. Do not overbudget or underbudget. The budget will be closely examined, so your Program Narrative should explain in detail and should justify all significant purchases. Be realistic when budgeting costs such as travel, equipment, and supplies.

8. Under the Federal grant management guidelines, travel expenses maybe paid from grant funds for project personnel only, that is, for persons being directly compensated by the grant. Under some circumstances, project managers not directly compensated by the grant may be eligible to travel using grant funds, but such a practice is not encouraged. Project planners would do well to consult with State Library staff in budgeting for travel.

9. Consider leasing equipment for the project period instead of purchasing it. While purchasing equipment is allowable, the Council has sometimes been reluctant to fund equipment purchases which will have a benefit beyond the grant period. This especially applies to some types of equipment such as office equipment, microcomputers, etc.

10. Consider hiring staff on a part-time or hourly basis, if your project does not really need a full-time employee. Also, it would be best to avoid splitting the salary of a current employee. For example, do not plan to pay department heads 10% of their salary from the grant to handle supervision and other administrative details; the organization may reimburse itself for employee time through its indirect cost reimbursement.

11. You may submit more than one budget request (e.g., "Level 1," "Level 2," etc.). In those cases where you are uncertain of how large a project to propose, you could submit two budgets: one for conducting the project on a small scale, the second on a larger scale. In this way, the reviewers will have some flexibility in evaluating your proposal in relation to the amount of available funds. If you decide to submit more than one budget, you will need to submit Part III (Budget Information) for each.

III. Guidelines for Reviewing and Judging Applications by the LSCA Advisory Council

A. Each participating LSCA Advisory Council member will receive all Title III grant applications, with a rating form for each application. Exception: No Advisory Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

B. Role of Texas State Library staff:

1. Prior to distributing the applications to the Advisory Council, the Texas State Library staff will review each application to investigate the following issues:

   -- legal eligibility of the institution to participate in the Title III grant program;

   -- conformance to the federal and state regulations pertaining to Title III grants;

-- inclusion of unallowable costs;

-- errors in arithmetic or cost calculations;

-- submission of the required forms;

-- other misconstructions of the guidelines.

The staff will also raise issues and questions regarding the need, costs, and methods of the proposals. These "staff comments" will provide the Council members with information and problems to consider.

The staff comments will be provided to the Council along with the application copies.

2. The State Library staff will be available to offer technical assistance to Council members. Council members may obtain the personal opinions of any staff members they choose.

3. The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's work to the Texas State Library and Archives Commission for final approval.

4. As a general rule, it is expected that the recommendations for funding developed by the Council will be presented to the Commission without any contrary staff recommendations. However, in the unlikely event that the Council recommends the funding of an application which, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The Council will be informed of this situation prior to presentation to the Commission.

5. If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

6. In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

C. To obtain further information or opinions on any of the applications submitted, Council members are encouraged to contact each other and/or members of the State Library staff. Under no circumstances should a reviewer have any direct contact with any of the applicants. All negotiations with the applicant will be conducted by State Library staff.

D. The applicants for these grants should understand that their proposals will be judged only on the basis of the proposal document which they submit. Council members will consider and assess the strengths and weaknesses of any proposed project only on the basis of the document submitted. Considerations of geographical distribution, demography, type of library, or personality should not influence the assessment of a proposal.

E. Each Council member will evaluate the proposals based on the weighted criteria (Section I.G.). Should a reviewer believe that a proposal is not worthy of funding, he/she may specify that it is not recommended. If a significant number (usually 2/3) of reviewers do not recommend a proposal for funding, it will not be considered, regardless of its point rating. In addition, if a proposal fails to receive a median and a mean score of at least 50 points, it will, except in unusual circumstances, not be recommended for funding.

F. Decision Making Process
Step 1: Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Section I. G. of these guidelines. The State Library staff will total the number of points on each form. Using the point totals for each application, the median will be computed. (The median is located such that one-half of the scores are greater than the median and one-half are lower. It is more useful than the mean because it is less subject to distortion due to extremely large or extremely small scores.)

The applications will then be ranked according to the median scores.

Staff will compile all written comments and the scores for each application. These compilations will be sent to the applicants, Advisory Council members and other interested persons with the funding recommendations report.

Step 2: Starting with the highest ranked application, the staff will begin awarding the grant funds. The staff will go down the ranked list awarding funds until either:

1) insufficient funds remain to fully fund a proposal; or

2) two or more proposals are tied, having received identical scores.

Step 3: If there are insufficient funds remaining in the pool of Title III funds to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either:

1) agree to accept the lesser amount and, if necessary reduce the level of activity to be conducted:

a) if this is acceptable to the staff, that applicant will be awarded the lesser amount.

b) if that reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.

2) not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4: In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

1) In the case of two proposals tied with the same score:

a) if there are sufficient funds available to award grants to both applications, this will be done;

b) if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.

2) In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5: The announcement of the grant recommendations will be sent to the applicants, the LSCA Advisory Council, and other interested persons. In addition to this announcement, the compilation of reviewer scores and comments will be provided.

Step 6: The funding recommendations will be presented to the Texas State Library and Archives Commission for approval. This will be done in an open meeting prior to September 1, 1988.

IV. Program Requirements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

> Published with funds granted by the Texas State Library under Title III (Interlibrary Cooperation and Resource Sharing) of the Library Services and Construction Act, as amended.

If this contract results in copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

V. Program Administration

A. Monitoring and Reporting of Program Performance

The subgrantee agrees to submit two Project Evaluation Reports showing: (1) overall objectives of the project; (2) summary of project results; (3) specific project objectives; (4) specific project results; and (5) significant project developments. The evaluation reports are for the periods:

(1) September 1, 1988 through February 29, 1989 due March 26, 1989.

(2) March 1, 1989 through August 31, 1989 due September 25, 1989.

Project Evaluation Reports follow a specified format, the instructions for which are provided to project managers.

B. Property Management

1. The Texas State Library will not approve the purchase of automobiles for use by project personnel. Vehicles necessary to carry out a specific program (e.g., delivery van, bookmobile or media mobile) will be reviewed by the Commission on an individual basis.

2. Each project must maintain and submit an inventory of all nonexpendable personal property valued at more than three hundred dollars ($300.00). Reports should be filed within 30 days of property receipt.

3. All proposed equipment purchases must be itemized and attached to Part III of the application.

4. Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N and Texas statutes regarding property accounting.

C. Procurement
The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.

D. Compliance
All applicants must certify compliance with the provisions of the Rehabilitation Act of 1973, Section 504; the Civil Rights Act of 1964, Title VI; Title IX of the Education Amendments of 1972; Age Discrimination Act (42 U.S.C. 6101 et. seq.).

VI. Fiscal Administration

A. Definitions
There are three types of Title III contracts administered by the Texas State Library.

A subgrant contract is an agreement between the Texas State Library and a city or county government specifically authorized under Article 5436(c), V.C.S.

An interagency contract is an agreement between the Texas State Library and another state agency or state college or university authorized under Article 4413(32), V.C.S.

A service contract is an agreement between the Texas State Library and a private organization, firm, or individual for reimbursement of services to be performed under the terms of the contract.

B. Unallowable Costs
Building construction, renovation and library materials are not allowable costs under LSCA Title III subgrants. Expenses incurred in the preparation of the proposal are not allowable.

C. Matching Standards
Matching funds are not required, but will be viewed favorably during the proposal review process. Matching support may be in the form of cash, in-kind services, or grants from another source. Those claiming matching funds should document their calculations of in-kind contributions. Claims of matching funds and in-kind contributions from participating institutions should be documented and verifed in letters of concurrence from these institutions.

D. Cost Principles
1. Cost applicable to Title III grants shall follow the general principles established in OMB Circulars A-87, A-102, and HHS Guide OASC-10, as modified by House Bill 391, the Uniform Grant and Contract Management Act of 1981.

2. Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the federal government.

3. If the applicant has an indirect cost plan on file, indirect cost may be charged to the grant at the established rate. If the agency does not have an indirect cost plan, then a rate based on the Governor's Office Indirect Cost Computation Table must be used (see Appendix C). Indirect cost reimbursement on all interagency contracts, if claimed, will be computed using this Table.

4. Travel and per diem expenses are allowable for project personnel only (see Application Guidelines II.D.8., Page 8). A subgrantee must reimburse staff travel and per diem at the rate authorized by the local government or institution.

5. The following costs are allowable, but must have the specific written prior approval of the Texas State Library: automatic data processing services or equipment, building space and related facilities, capital expenditures, insurance and indemnification and professional services. To as great extent as possible, all prior approval costs should be itemized in the grant proposal. Authorization of these costs as part of the application process constitutes prior approval, except in cases where additional justification, documentation, or other specific information may be required in order to secure prior approval for these costs. The latter situation may arise in particular with regard to data processing costs. Were additional information required to secure prior approval, the information would be sought subsequent to the award of the grant, but prior to the issuing of a contract for the grant award.

6. In addition to requiring prior approval by the Texas State Library as a professional service, the hiring of consultants under the terms of a service contract will require a finding of fact by the Governor's Office that a need exists for consulting services, when such services will exceed $10,000 per year. Consulting services under the terms of a subgrant contract do not carry this requirement.

E. Program Income

Program income accounting guidelines may be found in OMB Circular A-102, Attachment E. (Not applicable to service agreements or interagency contracts.)

F. Grant Payments

To draw funds against their contract accounts, subgrant contractors must submit to the Texas State Library a completed Form 270, "Request for Advance Reimbursement," to cover projected expenses for an appropriate period of time.

G. Budget Revision Procedures

Subgrantees must request by letter the shifting of budgeted funds:

1. when cumulative transfers exceed 5% of the total budget,
2. when there is a change in the scope of the program or method of implementing the project.

If a revision under 1. is requested, modification of the contract through a letter of concurrence signed by the subgrantee and approved by the appropriate Texas State Library official is required. If a change under 2. is requested, only the approval of the appropriate Texas State Library official is needed; a letter of concurrence signed by the subgrantee is not required. However, if the change involves a cost requiring prior approval, a contract amendment will be required.

H. Standards for Financial Management Systems

OMB Circular A-102, Attachment G, delineates financial management standards applicable to Title III projects.

I. Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

J. Bonding and Insurance

Since federal regulations in bonding and insurance relate to construction and renovation, these rules do not apply to Title III subgrants.

K. Financial Status Reports

Financial Status Reports must be submitted to the Texas State Library according to the following schedule:

December 31, 1988
March 27, 1989
June 26, 1989
September 25, 1989
November 30, 1989 (only required if there were encumbrances on August 31, 1989.)

L. Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, 1989. All encumbrances as of August 31, 1989 must be liquidated by November 30, 1989, when the final Financial Status Report is due to the Texas State Library. The final audit is due at the Texas State Library on February 1, 1990, except for cities or counties, whose audits shall be due 180 days following the close of their fiscal year. Audits of interagency contracts will be due within 30 days of their receipt from the State Auditor. OMB Circular A-102, Attachment L, gives additional guidelines.

M. Record Retention

1. The subgrantee must retain time records for reimbursement of personnel services charged to the grant account. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time records.

2. The subgrantee must agree to maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

VII. Audit

A. Audit Requirements

1. The cost of the audit of subgrant contract or service contract funds is an allowable expense if provided for in the contract. An audit will be required to verify that all grant monies were expended and/or obligated as of August 31, 1989, in accordance with the terms of the contract and that all obligations were liquidated before November 30, 1989 when the final Financial Status Report is due.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

3. Cities or counties receiving Title III grants are required to use the single audit procedures described below if they received $25,000 or more in federal funds during the fiscal year. Other subgrantees must utilize the project audit procedures.

4. Recipients of interagency contracts will agree to audit the grant contract as a part of their agency audit conducted by the State Auditor, and to submit the audit within 30 days of receipt.

B. Audit Procedures

1. The Project Audit - the subgrantee may charge expenditures against the grant only if they conform to the approved grant application and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be expended or encumbered after August 31, 1989; nor should funds be expended or obligated prior to September 1, 1988, unless specifically provided for in the contract. By November 30, 1989, the final Financial Status Report must be filed showing that all obligations of the grant period have been paid. An audit will then be submitted to the Texas State Library and all unexpended funds will be returned or a final request for any funds due will be submitted.

a. Expenditures must be identified by the categories specified under the contract.

b. The audit must identify the maximum allowable expense for indirect costs, if any, as determined by the indirect cost rate specified in the contract.

c. The audit must identify the amount of interest earned on the grant, if any. All interest earned must be refunded to the Texas State Library at the completion of the audit. (Not applicable to service agreements or interagency contracts.)

d. The audit must identify the amount of program income earned as a result of this grant, if any, and must verify that the income was properly credited to the grant account. Unexpended program income funds must be refunded to the Texas State Library at the completion of the audit. (Not applicable to service agreements or interagency contracts.)

e. Project audits must be received by February 1, 1990.

2. The Single Audit (cities and counties only)

a. Each grant must be identified in the single audit report by its unique contract number.

b. All audits must be conducted in accordance with the provisions of OMB Circular A-128, "Audits of State and Local Governments."

c. Single audits must be received no later than 180 days following the local fiscal year during which the grant was received.

C. Audit Appeals
If a grantee wishes to appeal an audit exception, the appeals procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed. A copy of the procedure will be provided to grantees as a part of their contract packet.

VIII. Standard Forms

Attached are the following forms, which comprise the application packet.

Appendix A: Checksheet
Appendix B: Application for Federal Assistance, Parts I-V
Appendix C: Indirect Cost Computation Table

LIBRARY SERVICES AND CONSTRUCTION ACT

BASIC STATE PLAN

FFY 1988

Texas State Library

Library Development Division

OMB Approval No. 1850-0528

DEPARTMENT OF EDUCATION
LIBRARY PROGRAMS

CERTIFICATION

The State of TEXAS submits the BASIC STATE PLAN (State-Federal Agreement) in accordance with the provisions of the Library Services and Construction Act, as amended, and in accordance with applicable regulations, with the Certificate of Appropriate State Legal Officer.

Submitted by: Texas State Library and Archives on July 31, 1987
(Name of State Agency) (Date)

By: Wm D Gooch Director and Librarian
(Signature of Authorized Official) (Title)

FOR ED USE ONLY	DATE ON WHICH PLAN OR AMENDMENT IS EFFECTIVE:	
APPROVAL RECOMMENDED	SIGNATURE OF DIRECTOR, LP	DATE
APPROVED	SIGNATURE OF ASSISTANT SECRETARY, OERI	DATE

ED No. 921

BASIC STATE PLAN
(State-Federal Agreement)

Library Services and Construction Act, as amended
Authority: 20 U.S.C. 351 et seq., unless otherwise noted

The Texas State Library and Archives Commission
(Officially designated State Library Administrative Agency)

of the State of TEXAS (hereinafter referred to as "the State Agency") agrees and assures that the Basic State Plan serves as an agreement between the State Agency and the Federal Government under the Library Services and Construction Act, as amended (hereinafter referred to as "the Act"), and that Federal funds requested for each of the fiscal years 1988 and 1989 will be administered in accordance with the following provisions:

1. The State Agency assures that:
   a. It has and will use adequate fiscal and legal authority to administer or supervise the administration of programs authorized by the Act as described in the attached Certificate of Appropriate State Legal Officer.
   b. It has and will use fiscal control and accounting procedures that will assure proper disbursement of, and accounting for, the Federal funds paid to the State, including any funds it pays to other public agencies or to nonprofit private agencies, under the Act.
   c. (1) It will develop its long-range program and its annual program in consultation with the U.S. Secretary of Education and with the advice of the State Advisory Council on Libraries.

      (2) It will submit to the Department of Education: (a) the long-range program, on or before October 1, 1987, and (b) the annual program and the annual amendments to the long-range program, prior to October 1, of each of the fiscal years 1988 and 1989.

d. Any funds paid to the State Agency in accordance with its long-range program and annual program will be spent solely for the purposes for which they were authorized and appropriated.

e. It will make reports, including reports of evaluations, in such form and containing such information as the Secretary may reasonably require to carry out the Secretary's functions under the Act and to determine the extent to which funds provided under the Act have been effective in carrying out its purposes.

f. It will keep records that verify reports submitted to the Secretary and will give the Secretary access to these records as the Secretary finds necessary to assure the correctness of the reports submitted.

g. It will include in its long-range program a description of the State's identified present and projected library needs, and will specify its established policies, priorities, criteria, and procedures neccessary to the implementation of all programs in which the State will participate under the provisions of the Act, and which are incorporated by reference in this Basic State Plan.

h. It will include in its long-range program its policies and procedures for coordinating its library programs and projects with library programs and projects of institutions of higher education or local elementary or secondary schools, and with other public or private service programs, as well as including a statewide resource sharing plan.

i. It has established a State Advisory Council on Libraries pursuant to the requirements of Section 3(8) of the Act.

j. Federal funds received under Titles I and II of the Act, and expended by the State Agency for administrative costs in connection with programs and activities carried out under Titles I, II, and III, will not exceed the greater of (1) 6 per cent of the sum of the amounts allotted to the State under Titles I, II, and III for such fiscal year, or (2) $60,000.

k. The State Agency assures that priority will be given to programs or projects that:

   (1) Improve access to public resources and services for the least served populations in the State, including programs for individuals with limited English-speaking proficiency or handicapping conditions, and programs and projects in urban and rural areas;

   (2) Serve the elderly;

   (3) Are designed to combat illiteracy; and

   (4) Increase services and access to services through effective use of technology.

l. It will make its State Plan available to the public as finally approved by the Secretary.

m. It will comply with the requirements of the Act, other applicable statutes, the applicable regulations at 34 CFR Part 770, and the Education Department General Administrative Regulations (EDGAR), at 34 CFR Parts 74, 76, 77, 78, and 79 (Intergovernmental Review of Department of Education Programs and Activities).

2. Each program, project, or activity that receives Federal funds under the Act will be administered and operated in accordance with the paragraphs in item 1 (The State Agency assurances) of this Agreement.

3. The State Agency recognizes and agrees that Federal financial assistance will be extended in consideration for, and in reliance on, this State-Federal Agreement, and that the United States has the right to seek administrative

and judicial enforcement of this Agreement.

Texas State Library and Archives
(State Library Administrative Agency)

Wm D Gooch
(Signature of Authorized State Agency Official)

Box 12927/Capitol Station
Austin, Texas 78711
(Address)

Director and Librarian
(Title)

July 7, 1987
(Date)

CERTIFICATE OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that Texas State Library & Archives, (Name of State Agency) Texas (Name of State) is the sole State agency with authority under State law to develop, submit and administer or supervise the administration of, the State plan under the Library Services and Construction Act, as amended by Public Law 98-480; that William D. Gooch (Name of authorized State Agency Official) is the officer authorized to submit the State plan for the named State agency; that the State Treasurer or William D. Gooch (Title of Officers other than State Treasurer) has authority under State law to receive, hold and disburse Federal funds under the State plan; and that all provisions contained in the plan are consistent with the State law.

Harmon Lunan
(Signature, Attorney General or Other
State Legal Officer)

Executive Assistant f/Administration
(Title)

March 2, 1987
(Date)

GENERAL CRITERIA
Applicable to All Annual Program Proposals

The Texas State Library will give priority considerations to proposals which meet any of the criteria listed below.

A. Geographic Areas which serve urban or rural areas with high concentrations of low income families.

1. Regions in Texas with an incidence of poverty greater than the national average of 10% for families as taken from the 1980 U.S. Census, Provisional Estimates of Social, Economic, and Housing Characteristics Report.
2. Regions in Texas with an incidence of black Americans greater than the national average of 11.7% as taken from the 1980 U.S. Census.
3. Regions in Texas with an incidence of elderly below the poverty level greater than the national average of 15.7%, as taken from the 1980 U.S. Census.
4. Regions qualified under the Public Works and Economic Development Act of 1965 (42 U.S.C. 3161) Section 401 with one or more of the following characteristics:
    - a. Substantial and persistent unemployment
    - b. Low median family income
    - c. Indian Reservations or trust, or restricted Indian-owned land
    - d. Unusual and abrupt rise in unemployment resulting from the loss, removal, curtailment, or closing of a major employment source)
    - e. Special impact area
    - f. Decline in per capita employment
    - g. Substantial unemployment

B. Geographic Areas which serve regions with high concentrations of persons of limited English speaking ability defined as regions in Texas with a population of Spanish Origin greater than the national average of 6.4%,as taken from the 1980 U.S. Census.

C. Geographic Areas which seek to establish, reorganize into larger units, or improve public library services in areas with no or limited library services.

1. Regions without free public library service or where there is no public library that has been supported with public funds during the preceding three years.
2. Regions with inadequate public library services which do not meet the appropriate standards for library services as set forth in one of the following (these are also applicable to A and B above):
    - a. Rules and Regulations for the Department of Education, Office of Library and Learning Technologies, Education Division General Administrative Regulations (EDGAR), Code of Federal Regulations, Title 34, Parts 74 and 76.
    - b. Rules and Regulations for Public Library Construction, Library Services and Interlibrary Cooperation, Code of Federal Regulations, Title 34, Part 770.
    - c. Minimum Standards for Public Library Systems, ALA, 1967. All standards except numbers 14, 49-55, and 57-59.

d. Guidelines for Audiovisual Materials and Services for Large Public Libraries, ALA, 1975. All criteria.
e. Interim Standards for Small Public Libraries, ALA, 1967; guideline for space requirement, page 15.
f. "Texas Library Association Standards and Guidelines for Texas Public Libraries 1983," TLA, 1983. All criteria.
g. Output Measures for Public Libraries: A Manual of Standardized Procedures, ALA, 1982.

D. Persons who are unable to utilize public library outlets)

1. Physically handicapped persons (including the blind and visually handicapped) will be certified by a competent authority as unable to read or to use conventional printed materials as a result of physical limitations for purposes of eligiblity for this service. These authorities shall include doctors, social workers, librarians, or other similar competent professional representatives or agencies that serve the clientele regularly. According to American Federation for the Blind estimates, 1.4% of the general population is eligible for these services; it is assumed that a maximum of 50 percent of the eligible population will be interested in these services.

2. The residents of institutions that are operated by an agency or department of the State of Texas. The adequacy of such services will be judged against the following:

   a. Standards for Libraries at Institutions for the Mentally Retarded. American Library Association; (1981); Resource Measures, Standard 3.3.1.
   b. Library Standards for Juvenile Correctional Institutions. American Correctional Association and American Library Association. 1975; Resource Measures, Standard 2.3.3.1
   c. Library Standards for Adult Correctional Institutions: Final Draft. ALA/ACA Joint Committee on Institutional Libraries. 1976; Resource Measures, Standard 2.3.4.1.

E. Hearing-impaired persons who need assistance in using public library outlets. According to the Texas Commission for the Deaf, there are approximately 860,000 Texans with hearing impairments of all degrees, including 122,000 deaf. Although basic library services to these persons are the same as those offered to the general public, specially trained library staff and such devices as teletypewriters may improve utilization and access greatly.

F. Adults with special learning needs. From the 1980 U.S. Census it is estimated that of the 7,938,271 Texans over the age of 25, 1,715,109 have completed less than 9 years of schooling, and that 38.6% of the population 25 years of age and older lack high school diplomas.

G. Elderly persons who are: (1) unable to utilize public library facilities (2) need assistance in using public libraries or (3) have other special needs. Based on the 1980 U.S. Census, 1,371,161 Texans or 9.63% of the population are 65 and over.

H. Major urban resource libraries offering services to persons living outside local political subdivisions that financially support these libraries. Public libraries located in Texas cities of at least 100,000 persons and having collections of at least 100,000 book volumes, may qualify for assistance in providing without charge reference services and for on-site use of the collection to non-residents. Verification of such on-site collection use will be required.

Libraries Meeting Criteria:

Houston
Dallas
San Antonio
El Paso
Fort Worth
Austin
Corpus Christi
Lubbock
Abilene
Arlington
Amarillo
Garland
Beaumont
Pasadena
Irving
Waco
Odessa
Laredo

Geographic Area Served:
Entire state of Texas.

Service Area Defined:

The service area of each MURL is the area outside the city and county that financially supports the library and may include persons from other regions (systems) of the state.

I. Public library construction grants in compliance with P.L. 98-480 and 34CFR76.1. According to a 1983 building survey of public library buildings, over 11 million Texans do not have access to adequate library facilities. In addition, only three libraries serving populations over 25,000 met TLA standards.

Planning Office
Date:

1. Applicants Name: William D. Gooch
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/87
To: 09/30/89

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ___ Continuation x

6. Program(s) and Activity(ies) Allocation:

Statewide Library Development	
Systems Development Activity	$ 9,078,057
Network Development Activity	1,174,040
Support Services Activity	361,208
Blind and Physically Handicapped	1,019,773
Subtotal	11,633,078
Institutional (Matching funds from other state agencies operating institutional libraries)	342,550
	$11,975,628

7. Title and Anticipated Benefits of Project:

FFY 1988 Library Services and Construction Act Basic State Plan; Annual Program Title I; and Long Range Plan Update, 1988-1990.

Receipt of Library Services and Construction Act Title I funds will enable the Texas State Library and Archives Commission to implement the "Statewide Library Development" program. Grants will be awarded to ten regional library systems for continued services to 15,989,000 Texans. Interlibrary loan and reference referral services, computer-assisted bibliographic networking, and continuing education services will be continued.

8. Anticipated Funding

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$ 4,740,244	4,740,244	4,740,244	4,740,244	4,740,244
State	7,235,384	7,235,384	7,235,384	7,235,384	7,235,384
Cash					
In-Kind					
Other (specify)					
TOTAL	$ 11,975,628	11,975,628	11,975,628	11,975,628	11,975,628

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project;

1. Texas Department of Mental Health-Mental Retardation
2. Texas Youth Council
3. Texas Department of Corrections
4. Texas Education Agency
5. Texas Commission for the Deaf
6. Texas Commission for the Blind
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes x No ___

11. Will State funding for this project be requested if federal assistance is denied? Yes x No ___

12. Review Required by OMB Circular A-95. Yes x No ___

13. Program Number Attachment D.
84.034

14. Agency or Institution Authorized Representative: ____________________
(Signature)

Planning Office
Date:

1. Applicants Name: William D. Gooch
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/87
To: 09/30/89

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ___ Continuation X

6. Program(s) and Activity(ies) Allocation:

Public Library Construction	
Administration	$1,221,668
Local Matching	4,275,838
	$5,497,506

7. Title and Anticipated Benefits of Project:

FFY 1988 Library Services and Construction Act Basic State Plan; Annual Program Title II, and Long Range Plan Update, 1988-90.

Receipt of Library Services and Construction Act Title II funds will enable the Texas State Library and Archives Commission to implement the "Public Library Construction" program.

8. Anticipated Funding

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$ 1,221,668	$ 1,221,668	$1,221,668	$1,221,668	$1,221,668
State					
Cash					
In-Kind					
Other (specify) (Local Matching)	4,275,838	4,275,838	4,275,838	4,275,838	4,275,838
TOTAL	$5,497,506	$5,497,506	$5,497,506	$5,497,506	$5,497,506

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project;

1. Governor's Office
2. Purchasing and General Services Commission
3.
4.
5.
6.
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes ___ No X

11. Will State funding for this project be requested if federal assistance is denied? Yes ___ No X

12. Review Required by OMB Circular A-95. Yes X No ___

13. Program Number Attachment D.
84.154

14. Agency or Institution Authorized Representative: Wm D Gooch
(Signature)

Planning Office
Date:

1. Applicants Name: William D. Gooch
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/87
To: 09/30/89

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ____ Continuation X

6. Program(s) and Activity(ies) Allocation:

Statewide Library Development

System Development Activity	$ 471,425
Network Development Activity	607,206
Total	$1,078,631

7. Title and Anticipated Benefits of Project:

FFY 1988 Library Services and Construction Act Basic State Plan; Annual Program Title III; and Long Range Plan Update 1988-1990.

Receipt of Library Services and Construction Act Title III funds will enable the Texas State Library and Archives Commission to award a contract to promote and support the operation of a multitype library network. Title III projects are for the establishment and operation of cooperative networks, involving the coordination of the resources of school, public, academic, and special libraries.

8. Anticipated Funding	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$1,078,631	$1,078,631	$1,078,631	$1,078,631	$1,078,631
State					
Cash					
In-Kind					
Other (specify)					
TOTAL	$1,078,631	$1,078,631	$1,078,631	$1,078,631	$1,078,631

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project;

1. Texas Education Agency
2. Coordinating Board, Texas College & University System
3.
4.
5.
6.
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes____ No X

11. Will State funding for this project be requested if federal assistance is denied? Yes____ No X

12. Review Required by OMB Circular A-95. Yes X No____

13. Program Number Attachment D. 84.035

14. Agency or Institution Authorized Representative: Wm D Gooch
(Signature)

Library Services and Construction Act Advisory Council on Libraries

Mrs. Mary Kay Snell, Director
Amarillo Public Library
P.O. Box 2171
413 E. Fourth Street
Amarillo, Texas 79189
(806) 378-3050
Term expires 9-87

Mr. William M. Andrews
Director of Learning Resources
El Paso Community College
Box 20500
El Paso, Texas 79998
(915) 594-2250
Term expires 9-88

Mr. Patrick O'Brien, Director
Dallas Public Library
1515 Young Street
Dallas, Texas 75201
(214) 749-4100
Term expires 9-89

Ms. Ida Courtney, Coordinator
Library Services, AISD
1411 East 34th Street
Austin, Texas 78722
(512) 454-6060
Term expires 9-88

Ms. Alicia Gallegos-Gomez
1017 Harrison Street
Corpus Christi, Texas 78404
(512) 852-2820
Term expires 9-87

Mr. Karl T. Gruben, Librarian
Vinson & Elkins Library
1st City Tower
Houston, Texas 77002
(713) 651-2678
Term expires 9-88

Mrs. Joyce Miller Trent, Librarian
Leon Valley Northwest Com. Library
6500 Evers Road
San Antonio, TX 78238
(512) 684-0720
Term expires 9-89

Ms.Dianna Pickens, Education Director
Austin State Hospital
Patient Education Building #631
Austin, Texas 78751
(512) 452-0381
Term expires 9-88

Dr. Maria Xenia Zevelechi Wells
Curator of Italian Collection
Harry Ransom Humanities Research Center
The University of Texas @ Austin
Austin, Texas 78713
(512) 471-9124
Term expires 9-89

Ms. Tina Williams, Director
Paris Public Library
326 S. Main
Paris, Texas 75460
(214) 785-8531
Term expires 9-89

Ms. Jacqueline Smith
13230 Chaston
Houston, Texas 77041
(713) 466-7575
Term expires 9-88

Mr. Cecil Williams
P.O. Box 544
Tatum, Texas 75691
(214) 947-2518
Term expires 9-87

Ms. Connie Moore
6306 Wilbur Street
Austin, Texas 78757
(512) 453-6186
Term expires 9-88

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

- ☑ Basic State Plan and/or Amendment
- ☑ Long Range Program Update
- ☑ Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: William M. Andrews

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Ida Courtney
Ida Courtney

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

√[✓] Basic State Plan and/or Amendment
√[✓] Long Range Program Update
√[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

Alicia Gallegos-Gomez

BY: Alicia Gallegos-Gomez

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

- ☑ Basic State Plan and/or Amendment
- ☑ Long Range Program Update
- ☑ Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Karl T. Gruben

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment

[✓] Long Range Program Update [illegible]

[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: ______________________________
Connie Moore

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: ______________________
Patrick O'Brien

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Dianna Pickens
Dianna Pickens

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Mary Kay Snell
Mary Kay Snell

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment

[✓] Long Range Program Update

[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Joyce Miller Trent
Joyce Miller Trent

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Maria X. Wells
Dr. Maria Xenia Zevelechi Wells

Date: May 28, 1987

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

- ☒ Basic State Plan and/or Amendment
- ☒ Long Range Program Update (as amended)
- ☒ Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Williams
Tina Williams

Date: May 28, 1987